



UPPER ALLEN FIRE DEPARTMENT STANDARD OPERATIONS MANUAL

S.O.M.

REVISION G

Upper Allen Fire Department • Cumberland County Station 23
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Revision	Date	Description of Change
<i>ii</i>	04/29/1999	Correction of typographical errors
<i>ii</i>	05/01/1999	SOG additions, changes and deletions
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A	04/03/2003	Original hardcopy placed into single electronic document
B	04/06/2003	Corrected organizational chart, added logo to title page, new section 2.5.4, misc. updates and corrections
C	04/08/2003	New section (LODD), update 4.14.9-10, misc. corrections
D	04/12/2003	Final release of electronic document.
E	05/11/2004	<p>New sections 3.22 – Alcohol 3.23 – Drugs 4.8 – Weight room rules 5.27.2.1.4 – Truck 23 Waterway 5.34 – Command Vehicles 5.35 – Apparatus Rider Assignments 5.36 – Engine Rider Assignments 5.37 – Rescue Rider Assignments 5.38 – Truck Rider Assignments 5.39 – Quint Rider Assignments 7.26 – RIT 7.27 – Mass Patient Decon Team 7.28 – Mayday 13.5 – LODD Checklist inserted</p> <p>Removed sections 3.15.18 – Filter masks 3.19.5 – Alcohol 3.19.6 – Drugs 5.4.12 – Redundant 5.30 – Controlled burning</p> <p>Changed sections 1.4.2 – exit number change 1.5.3.8 – Organization chart update 3.5.23 – HAZMAT/Technical Rescue 3.12.4 – Spelling 3.12.6 – Reorganization 3.13.9.1 – Removed reference to type of shell due to the constantly changing product 3.15.9 – Facial hair is prohibited, not discouraged 3.15.17 – Both should leave 3.15.20 – Removed reference to filter masks 3.15.21 – Changed reference to changing batteries 3.15.22 – When purchased 3.17.3 – Spelling 3.17.7 – RIC → RIT 3.19.2 – Tool instead of hoseline, radio for each 3.20.4 – Spelling 3.21.5 – Added other activities</p>

		<p>3.21.6 – Generic reference to insurance carrier 3.21.8 – Spelling 4.5 – Clarified this section’s purpose 5.4.12 – Spelling, removed reference to “Wombat” 5.8.5 – Grammar 5.12.7 – Spelling 5.15 – Ground guide 5.15.4 – Portable radio instead of hand signals 5.21 – FIREHOUSE software 5.22.3 – Diagram inserted 5.25.3.2 – Captain → Company Officer 5.27.2.1.4 – New color chart 5.31.3 – Grammar 5.31.4 – EZ Pass 6.2.4 – Further explanation 6.15.8 – Clarification 6.16 – Removed reference to quadrants, changed sides to lettering, added divisions. 6.16.4 – Updated diagram 7.8.4 – Chock the wheels 7.8.5 – Chock the wheels 7.15.12 – Chart fixed 7.28 – RIC → RIT 8.12.4.1.5 – Now a requirement for reportable accidents, not a recommendation 9.4 – Member of the year, not firefighter of the year 11.3.2.3 – No patches other than the flag</p>
<p>F</p>	<p>11/03/2004</p>	<p>New Sections 3.17.4-5 – Inserted sections further defining the use of reflective vests 4.2.1.20 – Added section pertaining to emergency station property 5.6.13.3 – Added Truck 23 maximum manning 8.3.12 – Added Truck 23 training requirements</p> <p>Removed Sections 5.38.5 – irrelevant with changed rider assignments</p> <p>Changed Sections 1.4.4 – Added reference to truck 1.4.5.3 – Added description of Truck 23 1.5.3.4 – Added note to Captain’s description regarding junior officer’s job descriptions 5.4.8 – Numerous changes to this entire section. This section details the procedure for emergency response preparation, including “full-crews”, activating warning lights, etc. 5.5.1 – Modified to include truck responses 5.38.4 – Modified truck riding assignments (swapped seats 3 & 4 for seats 5 & 6) 7.2.3 – edited to include 5” storz in addition to 3” 7.27.6.2 – Spelling correction 7.28.1.2 – Spelling correction</p>

		8.10 & 8.11 – Driver training updates to include Truck 23
G	01/02/2006	<p>New Sections 5.40 – ATV memorandum adopted as a guideline for this manual. 5.41 – English Drive memorandum adopted as a guideline for this manual. 5.42 – Memorandum on fire house pranks is adopted as a guideline for this manual. 5.34.2.19 – New subsection dealing with driving department owned apparatus. 4.3 – STATION LIVE-IN’S – this section is a new section that incorporates the Bunk Room Rules, Casual Live-in’s, Live-in’s and College Fire Science (CFS) Live-in’s. See below for a summary of changes; however be certain to read in entirety.</p> <p>Removed Sections 4.3 – Bunk room rules revised as STATION LIVE-IN’S 4.4 - Removed Station Live-in section and incorporated with new 4.3 Section STATION LIVE-IN’S 4.5 – Removed College Fire Science Live-in section and incorporated with new 4.3 Section STATION LIVE-IN’S</p> <p>Changed Sections 4.3 – CFS Live-in’s are no longer required to park on the back bank. 4.3 – Provision for a “night-off” removed from CFS Live-in’s section. 4.3 – Removed minimum training requirements for CFS Live-in’s. 4.3 – Station Live-in’s and CFS Live-in’s are now under the supervision of BOTH the Chief Officers and Trustees. 4.3 – Unwritten Live-in rules put into writing.</p>

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1. GENERAL

1.1. VISION

- 1.1.1. We will continue to transform today's fire/rescue service into a progressive, proactive and professional service; a service that will exceed today's demands, and meet tomorrows.

1.2. MISSION

- 1.2.1. To provide fire prevention, suppression and rescue services to the residents of Upper Allen Township and neighboring communities.

1.3. VALUES

- 1.3.1. Our Department values describe how we approach performing our mission, and how we will proceed toward our vision.

1.3.1.1. FOCUS – We are devoted to serving our residents and to exceeding their expectations.

1.3.1.2. EXCELLENCE – We are committed to our members and to their development, service, safety and recognition.

1.3.1.3. SERVICE – We will always strive to provide prompt, professional service to the best of our abilities.

1.3.1.4. INNOVATION – We constantly explore new concepts and methods in order to increase our efficiency and/or effectiveness.

1.3.1.5. TEAMING – We aggressively seek and accept partnerships to improve the quality of our organization and service.

1.3.1.6. INTEGRITY – We act ethically, we are honest, we keep our word, and take full responsibility for our actions.

1.4. PROFILE

- 1.4.1. The Upper Allen Township Fire Department is a 100% volunteer organization founded in April of 1942.

- 1.4.2. The Upper Allen Fire Department (UAFD) provides volunteer fire prevention, suppression and rescue service to the residents of Upper Allen Township and neighboring communities. The Upper Allen Township Commissioners have recognized the UAFD as the primary emergency service provider for Upper Allen Township. The UAFD also provides service under contract to the Pennsylvania Turnpike Commission between Mile Marker 231 (west bound) and Exit 242 (east bound) on the Pennsylvania Turnpike.

1.4.3. Upper Allen Township is a first class township located south of the borough of Mechanicsburg, in Cumberland County, Pennsylvania. The Township consists of approximately 13.4 square miles of mixed commercial, residential and agricultural development. Upper Allen is home to a population of approximately 16,500 residents, plus a transient population of approximately 2,800 students attending Messiah College during the academic school year. The UAFD also protects the villages of Shepherdstown, Bowmansdale, and Grantham.

1.4.4. The UAFD consists of approximately forty active volunteers, manning a two-piece engine company plus tender, a ladder tower and two support vehicles. Service is provided from a single central station located at 104 Gettysburg Pike, to the rear of the Township Municipal Campus. Co-located in our station is a Mobile Intensive Care Unit (MICU) Ambulance (MICU 2-82) operated by West Shore Emergency Medical Service.

1.4.5. Our apparatus compliment consists of:

- 1.4.5.1. Engine 123 1992 1500 GPM Pierce Lance Rescue Pumper
- 1.4.5.2. Engine 223 1987 1250 GPM Pierce Arrow Wagon
- 1.4.5.3. Truck 23 2004 E-One HP95 Mid-mount Ladder Tower
- 1.4.5.4. Tanker 23 1987 2000 gallon Mack R-Model FC/4-Guys Tanker
- 1.4.5.5. Utility 23 2001 Ford F-450 4 wheel drive
- 1.4.5.6. Car 23 1997 Ford Explorer Duty Officer/Staff Car
- 1.4.5.7. Chief 23 Fire Chief's 2002 Ford Explorer
- 1.4.5.8. Chief 123 Deputy Chief's 2004 Ford Explorer
- 1.4.5.9. Chief 223 Assistant Chief's 2005 Ford Explorer

1.5. ADMINISTRATIVE RESPONSIBILITIES OF THE LINE OFFICERS

1.5.1. Each elected fire line officer has a set of administrative responsibilities related to the operational aspect of the organization.

1.5.2. The following is an indication of each officer's administrative responsibilities as delegated by the Fire Chief.

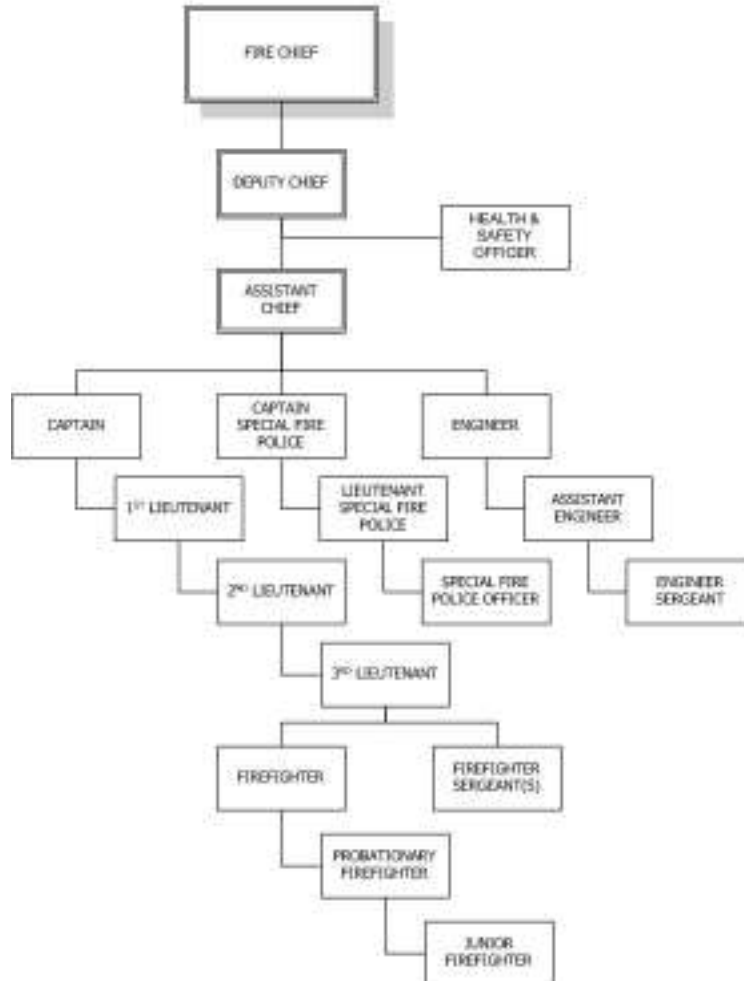
1.5.3. Delegation of Administrative responsibilities.

1.5.3.1. Fire Chief - Responsible for over all operation of department, liaison with township government, and fire prevention

1.5.3.2. Deputy Chief - Personnel, Safety & Training

- 1.5.3.3. Assistant Chief -Equipment & Maintenance, including specification and procurement
- 1.5.3.4. Captain - Schedule annual hose testing, schedule SCBA and ladder testing, in charge of weekly non-motorized equipment, inspection, Map & Run Book maintenance, Preplans, KNOX-BOX, cascade system (NOTE: These tasks are divided amongst all junior officers and vary by year and personnel filling those roles. The current job description list for the Junior Officer's can be found on the first page of the apparatus checklist binder and posted in the Operations Office.)
- 1.5.3.5. Lieutenants - Assist the Captain
- 1.5.3.6. Engineer - Responsible for inspection, maintenance & repair of motorized equipment.
- 1.5.3.7. Assistant Engineer - Assists the Engineer with his weekly inspections and maintenance.
- 1.5.3.8. Organization Chart

UPPER ALLEN FIRE DEPARTMENT
ORGANIZATIONAL CHART - OPERATIONS



2. MEMBERSHIP

2.1. MEMBERSHIP IN THE UPPER ALLEN TOWNSHIP FIRE DEPARTMENT

- 2.1.1. Being a fire fighter in the UAFD is an earned privilege. That privilege is given to any individual who has met the requirements defined in the department's Constitution and By-Laws, and has been voted into membership by the members of the Fire Department.
- 2.1.2. As a fire fighter, the community looks to that individual for expert advice, professional assistance, and dedicated service in times of disaster.
- 2.1.3. The UAFD is all volunteer. However this does not mean that the dedicated men and women of the company can not be considered "professional". For an organization to call itself "professional" certain standards must be met. These standards have much to do with acquiring certain levels of training and proficiency. Professionalism is also measured in personal conduct. Each fire fighter has responsibilities that go along with being a "professional" member of the UAFD.
- 2.1.4. Fire suppression, rescue and other emergency service work is conducted not by individuals, but by teams. Each team is dependent upon the others, not only to accomplish the specific task at hand, but to ensure that all operations are conducted safely. This "safe conduct" refers to both the safety of the public we serve, and to our fellow team members.

2.2. OBLIGATION OF MEMBERS

- 2.2.1. Know and understand the Constitution & By-Laws, and the contents of this Manual.
- 2.2.2. Abide by all safety procedures. The public, your fellow fire fighters and your family depend on this.
- 2.2.3. Know all officers by sight and name.
- 2.2.4. Learn and respect the chain of command.
- 2.2.5. Learn the responsibilities of a fire fighter at all company functions, whether they be emergency incidents, fund raising or social.
- 2.2.6. Learn the name, location and function of all equipment on the apparatus, and in the station.
- 2.2.7. Become familiar with apparatus response to each type of alarm.
- 2.2.8. Attend as many training sessions and company business meetings as possible. Seek additional fire service training and experiences away from the company.

2.3. JUNIOR FIREFIGHTERS

- 2.3.1. Junior Firefighters are members that have not yet reached their 18th birthday.

2.3.2. Junior Firefighters will be issued a green helmet. Members are not permitted to wear any other color while serving as a Junior. Juniors must wear the issued helmet.

2.3.3. Junior Firefighters must obtain working papers.

2.3.4. Junior Firefighters are subject to the provisions of the Child Labor Laws. (See Appendix 13.1)

2.3.5. Junior Firefighters 17 and older, who have graduated from High School are no longer subject to the provisions of the Child Labor Laws, but are still considered a Junior Firefighter until their 18th birthday.

2.4. PROBATIONARY FIREFIGHTERS

2.4.1. Probationary Firefighters are new members that have already reached their 18th birthday.

2.4.2. Probationary Firefighters will be assigned a mentor to guide them through the mentor program.

2.4.3. Probationary Firefighters will be issued a green helmet.

2.4.4. Probationary Firefighters will have the opportunity to advance to yellow helmet status.

2.4.5. Firefighters are considered Probationary until they have achieved the following:

2.4.5.1. Six Months membership in good standing.

2.4.5.2. Vote of Confidence by the Membership

2.4.5.3. Successful completion of the mentor program.

2.4.5.4. Junior Firefighters may complete their Probationary requirements while serving as a Junior.

2.5. ACTIVE FIREFIGHTERS

2.5.1. Active Firefighters are those members over the age of 18, who have successfully completed the mentor program.

2.5.2. Active Firefighters are required to complete annual competency demonstrations in the following areas:

2.5.2.1. Rider Competency

2.5.2.2. SCBA Refresher

2.5.3. Active Firefighters are required to maintain certification in the following areas:

- 2.5.3.1. HAZMAT Operations Refresher (Annual)
 - 2.5.3.2. CPR and AED (Tri-annual)
 - 2.5.3.3. Bloodborne Pathogens
- 2.5.4. Active Firefighters must also, as a minimum, attend 5% of the annual calls and at least eight (8) Tuesday evening trainings a year.
- 2.5.5. The Fire Chief has the final say as to who is considered Active.

3. OCCUPATIONAL SAFETY AND HEALTH PROGRAM

3.1. OCCUPATIONAL SAFETY AND HEALTH PROGRAM

- 3.1.1. Fire fighting is the most hazardous occupation in the United States. Every year more than 100 fire fighters are killed in the line of duty. More than 100,000 fire fighters are seriously injured on the job. These statistics include both paid and volunteer fire fighters.
- 3.1.2. Fire fighters must face hazards such as extremely high temperatures, collapse of structures weakened by fire, falls from heights, inhalation of toxic fumes and exposure to hazardous materials, just to name a few.
- 3.1.3. The environments to which fire fighters are exposed are, for the most part, unpredictable. However, the majority of all deaths and injuries associated with fire fighting are unnecessary and can be prevented.
- 3.1.4. Although the Fire Chief is ultimately responsible for the safety of the fire fighters under his command, it is the responsibility of each member of the company to learn and practice safe procedures.
- 3.1.5. The personal safety of each fire fighter is of the utmost importance. An injured fire fighter is a hazard to themselves, their fellow fire fighters, and the community. They also become a burden to their family.
- 3.1.6. When a fire fighter is injured, he or she is unable to carry out their primary mission. Other fire fighters and EMS personnel will not only lose his or her support, but be distracted from their jobs as they seek to provide care. Last but not least, the volunteer professional fire fighter may lose his or her ability to earn a living as a result of an injury, thus depriving family members. For these reasons, the safety of fire fighters must be a constant priority.
- 3.1.7. A fire fighter, who has acquired the skills and knowledge to do the job and practices good safety habits using common sense, reduces the chances of injuring himself/herself or fellow fire fighters.
- 3.1.8. It is the intent of this section to provide a program which will help to prevent accidents, injuries, and exposures; and to reduce the severity of those accidents, injuries, and exposures that do occur. This program should also help to prevent exposure to hazardous materials and contagious diseases and to reduce the probability of occupational fatalities, illnesses and disabilities which may affect the members of the UAFD. (NFPA 1500)
- 3.1.9. The goal of this program is to cause a measurable, annual decrease in the number and severity of fire fighter injuries, accidents, and illnesses. (NFPA 1500)

3.2. ROLES AND RESPONSIBILITIES OF THE FIRE DEPARTMENT

- 3.2.1. The UAFD shall provide a safe and healthy work environment for its fire fighters. The Fire Department shall recognize the inherent dangers in emergency work and shall strive to reduce these inherent risks wherever possible. (NFPA 1500)
- 3.2.2. The UAFD shall comply with all applicable laws and legal requirements with respect to member safety and health. (NFPA 1500)

3.2.3. The UAFD shall establish and enforce rules, regulations and standard operating guidelines (SOGs) in order to meet the objectives of this program. (NFPA 1500)

3.2.4. The UAFD shall evaluate the effectiveness of this OS&H Program at least once every three years. (NFPA 1500)

3.3. ROLES AND RESPONSIBILITIES OF DEPARTMENT MEMBERS

3.3.1. Each member of the UAFD shall be abiding by this, and all other sections of this Operations Manual. (NFPA 1500)

3.3.2. Members of the UAFD have the right to protection and the right to be represented in matters concerning their safety and health. (NFPA 1500)

3.3.3. Members of the UAFD shall be aware of and respect the potential dangers inherent in fire /rescue operations.

3.3.4. Members of the UAFD shall work within their limitation, including:

- personal physical capabilities
- personal knowledge and skills of fire/rescue operations.

3.3.5. Members of the UAFD shall use the proper tool for the task, and use it in the proper manner.

3.3.6. Members of the UAFD shall protect themselves with the proper personal protective equipment.

3.4. HEALTH AND SAFETY OFFICER

3.4.1. The Fire Chief shall appoint a Health & Safety Officer. (NFPA 1500)

3.4.2. The Chief Officer responsible for "Personnel, Safety & Training" shall be responsible for the Occupational Safety and Health program. The Health & Safety Officer shall assist the Personnel, Safety & Training Chief in this responsibility.

3.4.3. The Fire Chiefs shall supply assistant safety officers as needed for the implementation of the OS&H Program. (NFPA 15000)

3.4.4. The Health & Safety Officer shall report administratively to the PS&T Chief, and operationally to the OIC.

3.4.5. The Health & Safety Officer is assigned the radio designation "SAFETY 23".

3.4.6. The Health & Safety Officer shall have and maintain a knowledge of current federal, state and local laws regulating occupational safety and health, applicable to the fire service work environment. (NFPA 1521)

- 3.4.7. The Health & Safety Officer shall have and maintain a knowledge of occupational safety and health hazards involved in emergency operations. (NFPA 1521)
- 3.4.8. The Health and Safety Officer shall have and maintain a knowledge of the current principles and techniques of safety management. (NFPA 1521)
- 3.4.9. The Health and Safety Officer shall have and maintain a knowledge of the current health maintenance and physical fitness issues that affect members. (NFPA 1521)
- 3.4.10. The Health and Safety Officer shall have the responsibility to identify and cause correction of safety and health hazards. (NFPA 1521)
- 3.4.11. The Health & Safety officer shall have the authority to cause immediate correction, or cessation of situations that create an imminent hazard to personnel. (NFPA 1521)
- 3.4.12. When non-imminent hazards are identified, the Health & Safety officer shall develop actions to correct the situation. (NFPA 1521)
- 3.4.13. The Health and Safety Officer shall identify and analyze health and safety hazards and shall develop corrective actions to deal with these hazards. The Health & Safety Officer shall maintain records of all recommendations made and actions taken to implement or correct safety and health hazards or unsafe practices. (NFPA 1521)
- 3.4.14. The Health & Safety Officer shall ensure that records are maintained on:
- 3.4.14.1. Occupational accidents, deaths, injuries, illnesses and exposures.
 - 3.4.14.2. Fire Company safety and health standard operating guidelines.
 - 3.4.14.3. Periodic inspection and service testing of apparatus and equipment.
 - 3.4.14.4. Periodic inspection and service testing of safety equipment.
 - 3.4.14.5. Health records of each fire fighting member.
 - 3.4.14.6. Training records for each member.
 - 3.4.14.7. Recommendations made and actions taken to implement or correct safety and health hazards or unsafe practices. (NFPA 1500)
- 3.4.15. The Health & Safety Officer shall report annually to the Personnel, Safety & Training Chief on UAFD accidents, occupational injuries, illnesses, deaths and exposures. (NFPA 1521)
- 3.4.16. With the Fire Chiefs, the Health & Safety officer shall develop, review and revise rules, regulations and standard operating procedures pertaining to occupational safety and health within the Fire Department. These rules, regulations and procedures should then be implemented by the Fire Chief. (NFPA 1521)

- 3.4.17. The Health & Safety Officer shall periodically report to the personnel, Safety & Training Chief on the adequacy and effectiveness of and compliance with the rules, regulations and procedures implemented. (NFPA 1521)
- 3.4.18. The Health & Safety Officer shall develop and manage an accident prevention program which shall:
- 3.4.18.1. Provide instruction in safe work methods to fire fighters.
 - 3.4.18.2. Address the training and testing of fire apparatus operators.
 - 3.4.18.3. Provide for the periodic survey of operations, procedures, equipment, and facilities with regard to maintaining safe working practices and procedures.
- 3.4.19. The Health & Safety Officer shall review the specifications for new apparatus, equipment, protective clothing and protective equipment for compliance with the applicable safety standards. (NFPA 1521)
- 3.4.20. The Health & Safety Officer shall assist and make recommendations regarding the testing of new equipment and its acceptance or approval by the Fire Department. (NFPA 1500)
- 3.4.21. The Health & Safety Officer shall assist and make recommendations regarding the service testing of apparatus and equipment to determine its suitability for continued service. (NFPA 1521)
- 3.4.22. The Health & Safety Officer shall develop, implement and maintain a protective clothing and protective equipment program. (NFPA 1500/1521)
- 3.4.23. The Health & Safety officer shall develop procedures to assure that emergency medical treatment and transportation to medical facilities are provided for injured members.
- 3.4.24. The Health & Safety officer shall investigate or cause to be investigated occupational injuries, illnesses, exposures, and fatalities involving fire Department members and all accidents involving Fire Department apparatus, equipment or facilities. (NFPA 1521)
- 3.4.25. The Health & Safety Officer shall develop and submit corrective recommendations resulting from these investigations to the Fire Chief. The Health & Safety Officer shall develop accident reporting and investigating procedures and shall periodically review and revise these procedures.
- 3.4.26. The Health & Safety Officer shall review procedures employed during unusually hazardous operations. Whenever it is determined that incorrect or questionable procedures were employed, the Health & Safety Officer shall submit corrective recommendations to the Chief.
- 3.4.27. The Health & Safety Officer shall ensure that training in safety procedures relating to all fire Department operations is provided to all members. Training shall address recommendations from the investigations of accidents, injuries, deaths, illnesses, exposures and the observations of incident scene activities.

- 3.4.28. The Health & Safety Officer shall cause safety supervision to be provided for all training activities. When possible, the Health & Safety Officer shall personally conduct pre-burn inspections of all acquired structures to be used for live fire training. (NFPA 1521)
- 3.4.29. The Health & Safety Officer shall develop/acquire and distribute safety and health related materials for the education of all members.
- 3.4.30. The Health & Safety Officer shall ensure that Fire Department facilities are inspected. (NFPA 1521)
- 3.4.31. The Health & Safety Officer shall ensure that any safety or health hazards in facilities are corrected in a prompt and timely manner.
- 3.4.32. Where practical and possible, the Health & Safety Officer shall incorporate wellness, physical fitness and nutrition programs into the Fire Department.
- 3.4.33. The Health & Safety officer shall ensure that the Fire Department's Infection Control Program meets the requirements of 29CFR1910.1030 and NFPA 1581.
- 3.4.34. The Health & Safety Officer shall ensure that the Critical Incident Stress Debriefing Team is activated when needed.

3.5. INCIDENT SAFETY OFFICERS

- 3.5.1. The Fire Chief shall appoint a sufficient number of Incident Safety Officers (ISO) to manage an emergency fire/rescue incident. The UAFD Health & Safety Officer, UAFD Line Officers, mutual aid Officers, mutual aid Safety Officers, or an experienced and knowledgeable fire fighter may be appointed to fill this role, depending on the size, scale, and complexity of the incident. (NFPA 1521)
- 3.5.2. The ISO shall have or be provided with a portable radio capable of transmitting on the assigned fire ground frequency.
- 3.5.3. The ISO shall have the knowledge, skill and abilities to manage incident scene safety.
- 3.5.4. The ISO shall have knowledge of safety and health hazards involved in emergency operations.
- 3.5.5. The ISO shall have a knowledge of building construction.
- 3.5.6. The ISO shall have a knowledge of the personnel accountability system.
- 3.5.7. The ISO shall have a knowledge of incident scene rehabilitation.
- 3.5.8. At an emergency incident where activities are judged by the ISO to be unsafe or to involve an imminent hazard, the ISO shall have the authority to alter, suspend, or terminate those activities. The ISO shall immediately inform the Incident Commander of any actions taken to correct imminent hazards, or of terminated activities.

- 3.5.9. At an emergency incident where an ISO identifies unsafe conditions, operations or hazards that do not present an imminent danger, the ISO shall take appropriate action through the incident Commander to mitigate or eliminate the unsafe condition, operation or hazard. (NFPA 1521)
- 3.5.10. At an emergency incident, Assistant ISOs may be designated by the Incident Commander, and shall be granted the authority as authorized in 3-5.8 and 3-5.9 above. (NFPA 1521)
- 3.5.11. The ISO shall be integrated within the incident management system as a command staff member.
- 3.5.12. The ISO shall ensure that a rehabilitation sector is established when needed.
- 3.5.13. The ISO shall monitor the scene and report the status of conditions, hazards and risks to the Incident Commander.
- 3.5.14. The ISO shall ensure that the accountability system is being utilized.
- 3.5.15. The Incident Commander shall communicate the incident action plan to the ISO. The ISO shall provide the Incident Commander with a risk assessment of incident scene operations.
- 3.5.16. The ISO shall ensure that established safety zones, collapse zones, hot zones, and any other designated hazard areas are communicated to all members present on the scene.
- 3.5.17. The ISO shall evaluate motor vehicle accident scene traffic hazards and apparatus placement, and take appropriate actions to mitigate hazards.
- 3.5.18. The ISO shall ensure that a Rapid Intervention Team (RIT) or Firefighter Assistance and Safety Team (FAST) is available and ready for deployment (Back-up Line).
- 3.5.19. Where fire has advanced beyond contents and is now attacking the building's structure, the ISO shall advise the Incident Commander of hazards, collapse potential, and any fire extension to neighboring buildings.
- 3.5.20. The ISO shall evaluate visible smoke and fire conditions and advise the incident Commander and sector officers of the potential for flashover, backdraft or other fire events that could pose a threat to operating teams.
- 3.5.21. The ISO shall monitor the accessibility of entry and egress of structures and the effect it has on the safety of members conducting interior operations.
- 3.5.22. The ISO shall ensure compliance with the Infection Control Plan.
- 3.5.23. At Hazardous Materials (HAZMAT) & Technical Rescue incidents, the ISO shall work with the HAZMAT/Technical Rescue Team ISO. The Incident Commander should use the HAZMAT/Technical Rescue Team's ISO for operational safety.
- 3.5.24. Upon notification of a member injury, illness or exposure, the ISO shall immediately communicate this to the Incident Commander.

3.5.25. The ISO shall initiate the accident investigation process.

3.5.26. The ISO shall participate in any post incident analysis or debriefing.

3.6. OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

3.6.1. An Occupational Safety and Health Committee shall be established with at least a Chief Officer (Personnel, Safety & Training), Health & Safety Officer, the President or Vice President of the Department, and one Fire Fighter as members of the committee. (NFPA 1500)

3.6.2. The purpose of this committee shall be to conduct research, develop recommendations and study and review matters pertaining to occupational safety and health, and insurance within the UAFD.

3.6.3. The committee shall meet as necessary, and submit written minutes to the President. The committee shall present it's report to the membership at the Department's Monthly Business meeting.

(This committee was formerly known as the Insurance Committee)

3.7. RECORD KEEPING

3.7.1. The UAFD shall establish a data collection system and maintain permanent records of all accidents, injuries, illnesses, exposures to infectious agents or communicable diseases, or deaths that are, or might be job related. (NFPA 1500)

3.7.2. The data collection system shall also maintain individual records of any occupational exposure to known or suspected toxic products or contagious diseases.

3.7.3. The UAFD shall maintain training records for each member indicating dates, subjects covered, and certifications achieved.

3.7.4. The UAFD shall maintain inspection, maintenance, repair, and service records for all vehicles and equipment used for emergency operations and training. Records for motorized equipment and apparatus shall be maintained by the Engineer. Records for non-motorized equipment and Self Contained Breathing Apparatus (SCBA) shall be maintained by the Captain.

3.8. TRAINING AND EDUCATION

3.8.1. The UAFD shall establish and maintain a training and education program with a goal of preventing occupational accident, deaths, injuries and illnesses. (NFPA 1500)

3.8.2. The training and education provided to members shall address all applicable provisions of this OS&H Program.

3.8.3. The UAFD shall provide training and education for all Fire Department members commensurate with the duties and functions that they are expected to perform, before they are permitted to engage in emergency operations.

- 3.8.4. The UAFD shall provide training and education for all members to ensure that they are able to perform their assigned duties in a safe manner that does not present a hazard to themselves or other members.

3.9. VEHICLES AND EQUIPMENT

- 3.9.1. The UAFD shall consider health and safety as primary concerns in the specification, design, construction, acquisition, operation, maintenance, inspection and repair of all vehicles and equipment. All new fire apparatus shall be specified and ordered to meet the applicable requirements of NFPA 1901.

- 3.9.2. Where tools, equipment or SCBA are carried within enclosed seating areas of fire department vehicles, such items shall be secured by either a positive mechanical means of holding the item in the stowed position or in a compartment with a positive latching door. The means of holding the item in place, or the compartment closed shall be designed to minimize injury to persons in the enclosed area of the vehicle caused by loose equipment during travel and in the event of an accident, a rapid deceleration, or rapid acceleration. (NFPA 1500)

- 3.9.3. All UAFD vehicles shall be inspected at least weekly to identify and correct unsafe conditions. A preventive maintenance program shall be followed and records shall be maintained. Maintenance, inspections and repairs shall be performed according to the manufacturer's instructions.

- 3.9.4. Any vehicle found to be unsafe should be placed out of service until repairs are completed. After being repaired, the vehicle shall have a weekly inspection accomplished prior to being returned to service. (NFPA 1500)

- 3.9.5. If a deficiency occurs to fire apparatus, which does not put the vehicle out of service, or constitute a serious safety hazard, note the defect on the vehicle's maintenance sheet for the Department Engineer.

- 3.9.6. If a deficiency or breakdown occurs to fire apparatus which constitutes a serious safety hazard, renders the vehicle inoperative, or unable to perform its primary mission, the following actions shall be taken:

- 3.9.6.1. Make every attempt to notify an Officer and/or Engineer

- 3.9.6.2. If an Officer or Engineer can not be reached, place the apparatus "Out of Service" (OOS) with Cumberland County Headquarters. When possible use the non-emergency phone line (238-9676), or cellular phone number *021. As a last resort notify CCHQ by radio. Advise Headquarters that the apparatus is OOS and to fill its assignment with the next due piece of apparatus (i.e. ENGINE 2-23 is Out of Service, send next due).

- 3.9.6.3. If the vehicle has a hood, open the hood. If the vehicle has no hood (i.e. cab-over or cab-forward), place a large sign on the driver's dashboard, over the instrument cluster.

- 3.9.6.4. Log the vehicle as OOS on the white board in the station Watch Room.

3.9.7. Fire pumps on apparatus shall be service tested in accordance with the frequency and procedures specified in NFPA 1911.

3.10. PORTABLE EQUIPMENT

3.10.1. All portable equipment carried on fire apparatus or designated for training shall be visually inspected at least weekly. Inventory records shall be maintained for the equipment carried on each vehicle. Records shall be maintained on equipment designated for training. (NFPA 1500)

3.10.2. All equipment carried on apparatus or designated for training shall be tested/inspected at least annually in accordance with the manufacturer's instructions and applicable standards.

3.10.3. Fire fighting equipment found to be defective or in unserviceable condition shall be removed from service, tagged "Out of Service" (using the standard, orange UAFD OOS Tag), logged on the Watch Room white board, and placed on the Engineer's workbench.

3.10.4. All ground ladders, fire hose, and nozzles shall be specified and ordered to meet the requirements of NFPA 1931, 1962 and 1964, respectively. (NFPA 1500)

3.10.5. All ground ladder, fire hose, and fire extinguishers shall be inspected and tested in accordance with NFPA 1932, 1962 and 10 respectively. (NFPA 1500)

3.11. DRIVER/OPERATORS OF FIRE COMPANY APPARATUS

3.11.1. UAFD vehicles that will be operated under emergency response conditions shall be operated only by members who have been certified to operate them by the Personnel, Safety & Training Chief, after successful completion of the Driver Training Program. Driver Trainees under the direct supervision of a qualified Driver training provider may operate fire department vehicles during the training process. The current list of qualified driver training providers is found posted on the Official Bulletin Board under Driver Training Committee.

3.11.2. Drivers shall maintain a valid vehicle operator's license.

3.11.3. Drivers shall be responsible for safe and prudent operation under all conditions. When the driver is under the direct supervision of an Officer, that Officer shall assume responsibility for the actions of the driver.

3.11.4. Drivers shall be prepared to stop their apparatus at any intersection, regardless of whether the intersection is controlled. This simply means that all apparatus will be driven in a defensive manner. A "controlled" intersection is one that has either a traffic control device present or a fire police officer or law enforcement officer present. The purpose of this section is to ensure that the driver and the apparatus officer are ultimately responsible for the operation of the apparatus.

3.11.5. All vehicles owned and/or operated by the UAFD shall be operated only by members qualified by the Personnel, Safety & Training Chief, as a driver on a particular vehicle, or by a member qualified to provide driver training on the vehicle in use. At minimum, to "operate" a vehicle means to start the vehicle and move it from point A to point B. "Approved driver training activities" are defined as those driver training activities that meet the following criteria:

- 3.11.5.1. Provided by a qualified driver training provider (as listed on the bulletin board at the station)
 - 3.11.5.2. Involving a driver trainee, who has applied to the Driver Training Committee
 - 3.11.5.3. Involving activities that are required to complete driver training
 - 3.11.5.4. Involving other training activities deemed necessary by the Personnel, Safety & Training Chief, the Fire Chief, a Line Officer or the Driver training provider.
 - 3.11.6. No part of this section should prevent a member who holds a valid Pennsylvania motor vehicle operator's license from operating Utility 23 or the Chief's Vehicle in a non-emergency mode, when permission has been granted by a Chief Officer.
- 3.12. PERSONS RIDING ON APPARATUS
- 3.12.1. All persons riding on fire apparatus shall be seated and secured to the vehicle by seat belts or safety harnesses at any time the vehicle is in motion. Riding on tailboards, running boards, hose beds or any other exposed position is specifically prohibited. Standing while the apparatus is in motion is prohibited. (NFPA 1500)
 - 3.12.2. The only exception to this is permitted when loading 5 inch hose from the street direct to the hose bed. The apparatus shall be operated at a walking pace speed, and a backing officer shall provide guidance to the driver at all times via radio/intercom headset.
 - 3.12.3. All new fire apparatus shall be specified with a sufficient number of seats and seat belts, in an enclosed area, as specified in NFPA 1901, for the maximum number of persons who may ride on the vehicle at any time. The maximum number of personnel permitted to ride on the apparatus shall be posted on the inside of the driver's door.
 - 3.12.4. All persons riding on fire apparatus shall wear and use noise-attenuating headsets, where provided, when responding to alarms.
 - 3.12.5. Only members of the UAFD who have met the minimum training standards for riding apparatus may ride apparatus to alarms. The Fire Chief may make exceptions for events such as fire prevention, public service, training, etc.
 - 3.12.6. There may be times that it is necessary for fire fighters from other departments to ride UAFD apparatus. This shall be permitted with the permission of the Apparatus Officer. Examples include:
 - 3.12.6.1. During transfer assignments to other stations, it is often desirable to have a fire fighter from the host department ride in the apparatus to provide travel directions and other pertinent response information.
 - 3.12.6.2. While at the incident scene, it may be necessary to transport fire fighters from one point to another.
 - 3.12.6.3. Regardless of the circumstances, the Driver and/or Riding Officer shall inform any rider unfamiliar with UAFD policies that seat belt usage is mandatory.

3.13. PERSONAL PROTECTIVE EQUIPMENT (GENERAL)

- 3.13.1. The UAFD shall provide each member with the appropriate personal protective equipment (PPE) to provide protection from the hazards of the expected work environment to which the member is or may be exposed. Such PPE shall be suitable for the tasks that the member is expected to perform in that environment. (NFPA 1500)
- 3.13.2. PPE shall be used whenever the member is exposed or potentially exposed to the hazards for which it is provided.
- 3.13.3. Members shall be fully trained in the care, use, inspection, maintenance and limitations of the PPE assigned to them or available for their use.
- 3.13.4. PPE shall be used and maintained in accordance with the manufacturer's instructions. Members shall be responsible for the routine inspection and maintenance of issued clothing and equipment. Members shall wash issued protective clothing at least once every six months. When the gear is damaged, worn out, or does not fit properly, each fire fighter has the responsibility to report this condition to the Equipment & Maintenance Chief, for repair or replacement.
- 3.13.5. Lightly soiled turnout gear may be hosed off and scrubbed by hand, and left to air dry in the apparatus bay. Thermal liners may be laundered in the station washing machine. Heavily soiled or stained gear, or gear contaminated with possible blood or other body fluids should be professionally cleaned. Dirty gear should be bagged in a trash bag, and dropped off at George's Cleaners in the Upper Allen Plaza. Gear contaminated with blood, etc. should be placed in a red infectious disease bag, sealed, and dropped off at George's Cleaners in the Upper Allen Plaza.
- 3.13.6. PPE shall be dried after washing.
- 3.13.7. The Equipment & Maintenance Chief and the Personnel, Safety & Training Chief shall be responsible for a yearly inspection of all PPE, and for any maintenance of PPE which is considered beyond routine. The Equipment & Maintenance Chief will maintain an equipment file on each member. The Equipment Committee is responsible for maintaining a surplus of expendable equipment (i.e. gloves, hoods, face shield, goggles, safety glasses, etc.). The Committee is responsible to the Equipment & Maintenance Chief.
- 3.13.8. Fire fighters are permitted to utilize privately owned PPE; however, it must meet or exceed NFPA specifications. The Equipment & Maintenance Chief shall keep a current description of UAFD protective clothing specifications.
- 3.13.9. If a member chooses to use their own PPE, the following rules shall apply:
- 3.13.9.1. The outer shell color of the turnout gear shall be natural color.
- 3.13.9.2. Helmet Colors: Junior Firefighters and Observers, Green; Probationary Firefighters, Yellow; Firefighters, Black or Natural leather; Officers, White; WSEMS, Blue.

- 3.13.9.3. The member may choose to place identifying stickers on the helmet. Stickers should be limited to name, rank, company, EMS Certifications, etc. No stickers or nick names shall contain profanity.
- 3.13.9.4. Leather helmet frontices shall conform to the following standards –
- 3.13.9.4.1. Fire fighter: Black with white numbers
 - 3.13.9.4.2. Sergeant: Black with red numbers
 - 3.13.9.4.3. Safety Officer: Orange with white numbers
 - 3.13.9.4.4. Officers: White with Red Numbers
 - 3.13.9.4.5. EMS: Cross trained personnel from WSEMS may wear blue with white numbers
- 3.13.10. Members shall wear emergency medical gloves when providing emergency medical care. Patient care should not be initiated without gloves in place. Rescue workers should consider placing emergency medical gloves under their fire service gloves at auto accidents. (This provides you with an extra level of protection, plus when you remove your leather gloves to perform patient care; your emergency medical gloves are already on!)
- 3.13.11. All new PPE shall meet the requirements of the current edition(s) of the applicable NFPA standards. Existing PPE shall have been in compliance with the edition of the respective NFPA standard that was in effect when the PPE was purchased. The Personnel, Safety & Training Chief shall have the authority to determine if a particular piece of existing PPE is capable of providing sufficient protection.
- 3.14. PERSONAL PROTECTIVE GEAR FOR STRUCTURAL FIRE FIGHTING
- 3.14.1. All members who may be engaged in or exposed to the hazards of structural fire fighting shall be provided with and shall use protective coats and pants that meet the requirements of NFPA 1971. The moisture barrier and thermal liner are not to be removed. When wearing coat and pants, all fasteners are to be used. Protective pants are mandatory for all calls except wildfires. (NFPA 1500)
- 3.14.2. All members who may be engaged in or exposed to the hazards of structural fire fighting shall be provided with and shall use helmets that meet the requirements of NFPA 1971. As previously mentioned, members may choose to wear privately owned gear, provided that it meets NFPA standards. The only exception shall be the use of the Cairns N5A leather helmet with impact cap when worn with approved auxiliary eye protection. Chin straps should be worn at all times. A wrap-around type face shield, or Bourke style flip-down shield, is not considered adequate eye protection as flying debris can enter underneath the shield. Adequate eye protection shall be described in a later section.
- 3.14.3. All members who may be engaged in or exposed to the hazards of structural fire fighting shall be provided with and shall use gloves that meet the requirements of NFPA 1971. Members provided with a protective coat not equipped with extended wristlets shall be provided with gloves equipped with wristlets. Gloves shall be worn whenever the potential

exists for injury to the hands. Members shall be issued two pairs of gloves, one set shall be leather structural fire fighting gloves, the other set shall be rescue gloves. Rescue gloves are not to be worn for structural fire fighting.

- 3.14.4. All members who may be engaged in or exposed to the hazards of structural fire fighting shall be provided with and shall use footwear that meets the requirements of NFPA 1971. Fire fighters are encouraged to wear comfortable, supportive leather work boots on wildfire calls. Boots for this purpose need not be NFPA compliant. (NFPA 1500)
- 3.14.5. All members who may be engaged in or exposed to the hazards of structural fire fighting shall be provided with a protective hood made of Nomex, PBI, or a similar fabric intended for fire service use. (NFPA 1500)
- 3.14.6. All members who may be engaged in or exposed to the hazards of structural fire fighting shall be provided with eye protection. This protection shall be used at all times when hazards to the eyes (sparks, chips, dust, splinters, droplets, etc.) may be present, and when the face is not protected by the face piece of the SCBA. Adequate eye protection shall be defined as ANSI/NIOSH-approved shop glasses or safety goggles. Helmet mounted face shields and eye shields may be used to supplement glasses or goggles, but not in lieu of them.
- 3.14.7. Hearing protection shall be provided for and used by all members operating or riding on fire apparatus when subject to noise in excess of 90 dBA. Where noise-attenuating headsets are available, they shall be worn and used, while responding to emergencies when the sirens and air horns are used.
- 3.14.8. Hearing protection shall be provided for and used by all members when exposed to noise in excess of 90 dBA, except where use of such protection would create an additional hazard to the user.
- 3.14.9. All members who may be engaged in or exposed to the hazards of structural fire fighting shall be issued three photo ID Personal Accountability System (PAS) tag. These tags shall be kept attached to a D-ring or snap hook on the Turnout coat.
- 3.14.10. Drivers may dispense with the wearing of turnout gear while driving apparatus, however they shall have all protective gear with them at all times. In addition, upon arrival at the scene, and prior to participation in any operations, the driver shall don the appropriate level of protective gear.

3.15. SELF CONTAINED BREATHING APPARATUS

3.15.1. Definitions

- 3.15.1.1. Hazardous Atmosphere – Any atmosphere that is oxygen deficient or that contains a toxic or disease-producing contaminant. A hazardous atmosphere may or may not be immediately dangerous to life or health (IDLH).
- 3.15.1.2. Oxygen Deficient Atmosphere – Oxygen concentrations less than 19.5%

- 3.15.1.3. Respiratory Hazard – Any exposure to products of combustion, superheated atmospheres, toxic gases, vapors, or dust, potentially explosive or oxygen deficient atmospheres, or any condition that creates a hazard to the respiratory system.
- 3.15.1.4. SCBA – Self Contained Breathing Apparatus
- 3.15.1.5. Use SCBA – The term “use” in this section shall indicate that the fire fighter shall be wearing, and breathing air from, the SCBA
- 3.15.1.6. Wear SCBA – The term “wear” in this section shall indicate that the fire fighter shall be wearing the SCBA, but not breathing air from the cylinder. The fire fighter shall be capable of breathing air from the cylinder with in 15 seconds when wearing SCBA.
- 3.15.2. Only those fire fighters who have successfully completed the UAFD SCBA Qualification Class shall be permitted to use SCBA under emergency conditions.
- 3.15.3. All fire fighters shall annually demonstrate SCBA proficiency in accordance with the practices set forth in this section and in the UAFD SCBA Refresher.
- 3.15.4. SCBA shall be used by all personnel who are exposed to respiratory hazards, or who may be exposed to such hazards without warning. Personnel, who are operating in the areas that may be subject to the hazards with sufficient warning to don SCBA, shall wear SCBA.
- 3.15.5. SCBA shall be used by all personnel operating in confined spaces, below ground level, or where the possibility of a contaminated or oxygen deficient atmosphere exists until, or unless it can be established by monitoring and continuous sampling, that the atmosphere is not contaminated or oxygen deficient. Carbon Monoxide, in excess of 49 ppm, shall be considered a contaminated environment.
- 3.15.6. SCBA shall be used in accordance with the manufacturer’s recommendations.
- 3.15.7. Fire fighters using SCBA shall operate in teams of two or more. These teams will be in direct communication with each other through visual, physical, safety guide rope, electronic, or verbal means of communications to coordinate their activities, and are in close proximity to each other, to provide assistance in case of emergency.
- 3.15.8. When fire fighters are involved in operations that require the use of SCBA, an Accountability Officer shall be assigned to remain outside the area where SCBA is required. This Accountability Officer shall be responsible for maintaining a constant awareness of the number and identity of personnel using SCBA, their location, function, and time of entry.
- 3.15.9. Beards and/or facial hair that interferes with the face piece seal are prohibited.
- 3.15.10. Members with gross facial hair along the jaw line or chin are not permitted by HACC or the State Fire Academy to participate in any training requiring the use of SCBA.
- 3.15.11. Fire fighters, for whom a medium-sized face piece is too small or large, shall be provided with a face piece that is individually fitted (small or large). All SCBA on the apparatus shall be equipped with a medium-size face piece.

- 3.15.12. When a member must wear corrective lenses while using SCBA, the member shall be issued a personal face piece with a spectacle kit. Use of standard eye glasses with SCBA is prohibited.
- 3.15.13. Use of soft contact lenses with SCBA is permitted. Use of hard contact lenses is prohibited. (NFPA 1500)
- 3.15.14. The SCBA face piece and head harness with straps shall be worn under protective hoods.
- 3.15.15. When the SCBA cylinder valve is opened, the integrated Personal Alert Safety System (PASS) is automatically activated. If a fire fighter experiences problems such as becoming lost, trapped, injured, or running out of air, the PASS shall immediately be manually activated to the full alarm function. Fire fighters hearing a PASS activation should immediately notify command. If a fire fighter becomes incapacitated, immobile or inactive, the PASS will automatically activate.
- 3.15.16. The "Buddy Breathing" connection should be used only in emergency situations. Use of this feature may result in two fire fighters reaching a low air condition at the same time. This shall be used only as an absolute emergency last resort.
- 3.15.17. Fire fighters using SCBA shall leave the hazardous atmosphere with their partner at the onset of the quarter service life, "low air", alarm activation.
- 3.15.18. Fire fighters assigned to work in attic spaces or other areas where dust or particulate problems are present shall use filter masks. If conditions warrant, SCBA may be required.
- 3.15.19. After each use, both prior to, and after re-servicing, SCBA shall be placed on apparatus with all straps extended, all valves closed, and high-pressure air bled from the system.
- 3.15.20. After use, SCBA shall be cleaned and re-serviced in accordance with the manufacturer's recommendations. Cleaning and re-servicing shall be done only by (or under the direct supervision of) those members certified by Scott. Service work shall be performed only by those individuals so certified. SCBA inspection forms shall be completed after each weekly inspection, or repair.
- 3.15.21. All SCBA Integral PASS devices shall be tested at least weekly as part of the weekly SCBA inspection. PASS shall be maintained in accordance with the manufacturer's instructions. PASS batteries will be changed per the manufacturer's recommendation or as needed.
- 3.15.22. All SCBA shall meet the requirements of NFPA 1981 at the time of purchase.
- 3.15.23. Compressed gaseous breathing air in SCBA cylinders shall meet the requirements of the compressed Gas Association, G-7.1 Commodity Specifications for Air, with a minimum air quality of Grade D and a maximum dew point of minus 15 degrees F. The air compressor shall be tested to ensure compliance with this section. (NFPA 1500)

3.15.24. SCBA cylinders shall be hydrostatically tested according to the manufacturer's instructions.

3.16. LIFE SAFETY ROPES, HARNESSSES AND HARDWARE

3.16.1. Definition of Life Safety Rope – Rope used to support the weight of fire fighters and/or victims during rescue, fire fighting and other emergency operations. (NFPA 1500)

3.16.2. All life safety ropes, harnesses, and hardware shall meet the applicable requirements of NFPA 1983.

3.16.3. All life safety rope shall be carried in separate bags so marked. All other ropes shall be considered "utility" rope, to be used for lifting and hauling tools and equipment only.

3.16.4. Life safety rope used for rescue or training shall be permitted to be reused, if inspected before and after each such use in accordance with the manufacturer's instructions, and provided:

3.16.4.1. The rope has not been visually damaged by exposure to heat, direct flame impingement, chemical exposure, or abrasion.

3.16.4.2. The rope has not been subject to any impact load.

3.16.4.3. The rope has not been exposed to chemical liquids, solids, gases, mists or vapors of any material known to deteriorate rope.

3.16.4.4. If the rope used for rescue or training has been subject to (a), (b) or (c), or fails the visual examination inspection, it shall be cut in half and taken out of service as a life safety rope. If there is any question as to the serviceability of rope, after consideration of the above, the safe course of action shall be taken and the rope shall be removed from service. (NFPA 1500)

3.16.5. Class I life safety harnesses (as defined by NFPA 1983) shall only be used for fire fighter attachment to ladders. (i.e. Pompier belts)

3.16.6. Class II and III life safety harnesses (as defined by NFPA 1983) shall be utilized for all arrest and rappelling operations.

3.16.7. Records shall be maintained to document the use of each life safety rope used at fires, rescues and other emergencies.

3.17. SAFETY AT EMERGENCY OPERATIONS

3.17.1. The Incident Commander shall ensure that there are an adequate number of personnel to safely conduct emergency scene operations. Operations shall be limited to those that can be safely performed by the personnel available at the scene. (NFPA 1500)

3.17.2. When inexperienced members are working at an emergency incident, direct supervision shall be provided by more experienced officers or fire fighters.

- 3.17.3. When members are operating at an emergency incident and their assignment places them in potential conflict with motor vehicle traffic, they shall wear a garment with retro-reflective material. (NFPA 1500)
- 3.17.4. If the turnout coat is removed, members are required to don the provided reflective vest when working near a roadway.
- 3.17.5. On incidents involving the PA Turnpike, reflective vests are required to be worn over the turnout coat except for personnel involved with fire suppression activities.
- 3.17.6. A basic life support unit (ambulance) shall be dispatched for standby at all emergency incidents and training evolutions where the potential for serious injury exists.
- 3.17.7. During the "initial stages" of an incident (tasks undertaken by the first arriving unit, with only one crew assigned to the hazardous area), there shall be at least two members remaining outside the hazardous area. These "standby members" shall be responsible for maintaining a constant awareness of the number and identity of the members operating in the hazardous area. The "standby members" shall remain in contact with the members operating in the hazard area either through radio, visual or voice communication. (NFPA 1500)
- 3.17.8. The "standby members" must have full PPE and SCBA available so that rescue of the members in the hazardous area can be initiated if needed. (NFPA 1500)
- 3.17.9. Once a second crew is assigned, or is operating in the hazard area, the incident will no longer be considered in the "initial stage" and a Rapid Intervention Team should be established.
- 3.17.10. Interior structural fire attack should not be initiated until at least four members have assembled at the scene. If there is a strong possibility that a life can be saved if rescue is initiated prior to having four members on scene, then this exception is permitted. If there is no possibility of saving a life with less than four members, then preparations for interior attack should be made, but the attack should be delayed until sufficient personnel have arrived. (NFPA 1500)

3.18. FACILITY SAFETY

- 3.18.1. The fire station shall comply with all legally applicable health, safety, building, and fire code requirements. The station shall be inspected at least annually by the House Committee Chairperson and Safety Officer to ensure compliance.
- 3.18.2. Any health or safety hazards found by members should be reported to a member of the House Committee.
- 3.18.3. All sleeping areas in the station shall be separate from vehicle storage areas by at least one hour fire resistive assemblies and shall be protected by smoke detectors.

3.19. MISCELLANEOUS SAFETY ITEMS

3.19.1. Apparatus Drivers as a minimum must wear steel toed safety shoes, helmet and gloves prior to carrying out driver functions at an emergency scene. Drivers must have full PPE available on board the apparatus. If the driver is wearing short pants, protective turnout pants must be donned prior to engaging in emergency operations. Full PPE must be worn for all other fireground functions.

3.19.2. Fire fighters shall not enter a seriously involved building without a tool, SCBA, portable radio, and a partner.

3.19.3. No fire fighter shall enter a burning building alone, unless such action may save a life without jeopardizing the fire fighter’s life.

3.19.4. Fire fighters shall immediately report all injuries to the IC, Incident Safety Officer, or the Health & Safety Officer.

3.19.5. Smoking will be prohibited during all emergency service work unless express permission given by OIC.

3.19.6. The remaining sections of this Operations Manual shall serve as supplemental material to this Occupational Safety and Health Program.

3.20. CONTROL OF OCCUPATIONAL EXPOSURE TO INFECTIOUS DISEASES AND BLOODBORNE PATHOGENS

3.20.1. The purpose of this section is to establish exposure control procedures to prevent the transmission of infectious diseases and blood borne pathogens.

3.20.2. The following guidelines which will be referred to as “universal precautions” were developed according to the recommendations of the Centers for Disease Control, United States Department of Health and Human Services, and, in compliance with the OSHA final rule 1910.1030 of 1991.

3.20.3. All active fire department personnel, regardless of certifications, will be considered at occupational risk for exposure to infectious diseases and blood borne pathogens. The following chart details job descriptions and the tasks/procedures that present exposure risks:

JOB CLASSIFICATION	TASK/PROCEDURE
Category I	
Fire fighter	CPR/First Aid/AED
Rescue	Open Wound Care
Fire Police	Open Fracture Care
Emergency Vehicle Operator	Care of Combative Patient
	Cleaning Equipment/Vehicles
	Body Recovery

Category II

Auxiliary/Social Member	Handling used glassware, dishes & utensils
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Category III

Office/Administration	None Identified
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Category IV

Mechanical	Repairing or Servicing of improperly cleaned equipment or vehicles
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- 3.20.4. Single-use, disposable medical gloves will be worn when it is reasonably anticipated that the provider may have hand contact with blood, mucous membranes, other potentially infectious material, non-intact skin or when performing a vascular access procedure. Hand washing will be accomplished as soon as possible after removal of gloves, following the procedures described in NFPA 1581. Gloves will be available in each unit and Med/Trauma/EMS Bag.

- 3.20.5. Masks and eye protection will be worn whenever splashes, spray, spatter, droplets of blood, or potentially infectious material may be generated, from which eye, nose or mouth contamination can be reasonably anticipated. Masks and eye protection will be available in each unit.

- 3.20.6. Protective coveralls will be worn when it is reasonably anticipated that the uniform, personal clothing or protective clothing may become saturated by blood or other potentially infectious substances. For example, if personnel are to be involved with a body recovery following gross traumatic injury, it may be reasonably anticipated that the clothing may indeed become saturated with blood or other body fluids. Should a provider's uniform, personal clothing or gear become soiled, and any questions of safety exist, he/she should change the garment(s) in question and shower as soon as possible, if necessary, prior to the next patient contact. Contaminated uniform, personal clothing and gear items will be placed into a "red bag" until they can be laundered. Gear and equipment can be laundered onsite with a 10% chlorine bleach solution. Clothing and turnout gear should be "red bagged" and take to George's cleaners in the Upper Allen Plaza.

- 3.20.7. Proper hand washing should occur between contacts whenever possible. Waterless hand cleaner may be utilized as a temporary alternative, with hand washing using soap and water to follow as soon as feasible. Waterless hand cleaner will be available in each unit. Latex gloves will be changed between patient contacts whenever feasible.

- 3.20.8. Needles and other sharps will not be recapped, but instead placed in a puncture-proof sharps container. Should recapping be necessary, the cap should be placed on the ground and held in place with the sole of the shoe, the sharp being introduced into the sheath utilizing a "one handed" technique. Full "sharps containers" should be handled by QUALIFIED PERSONNEL ONLY. Sharps containers are carried on ALS and BLS units.

- 3.20.9. Contaminated disposables should be placed in the "red bag" trash at the receiving facility. Contaminated laundry items will be placed into a "red bag" until they can be

decontaminated. Personnel involved with decontamination procedures will wear at least latex gloves, and as necessary, masks, eye protection, and/or protective coveralls.

- 3.20.10. Contaminated equipment and/or surfaces will be cleaned prior to the next patient contact utilizing a 10% chlorine bleach and water solution, or other appropriate commercial disinfectant, as provided. All pails, buckets, mops, etc, used to decontaminate soiled equipment will then be cleaned with fresh chlorine solution. Proper protective clothing will be worn during decontamination procedures.
- 3.20.11. Any significant exposure to a patient's blood/body fluids by an unprotected area of a provider's body will be reported on the incident report form and an infectious disease exposure report form, which will be turned into the Health & Safety Officer. The H&S Officer will review the incident to determine if such an exposure can be prevented in the future. If there is a question as to "significant exposure", the provider should consult with PS&T Chief and/or the H&S Officer, who shall determine if an exposure may have occurred. The PS&T Chief and H&S Officer should consult a physician (preferably at the patient receiving facility) for further assistance. All testing and infectious source identification will conform to PA Act 148 of 1991. Procedures pertaining to this section should conform to the requirements of Section 411 of the Ryan White Comprehensive AIDS Resources Emergency Act (See Appendix 13.2)
- 3.20.12. All providers at risk for occupational exposure to blood borne pathogens will be offered "hepatitis B" vaccine at no cost to the individual. Each provider shall read "Information and consent for Hepatitis B Vaccine" prior to beginning the vaccination series or signing declination form. Providers choosing the vaccination series shall read, understand, and complete the "Consent for Recombinant Hepatitis B Vaccine" form prior to beginning the vaccination series. Should the provider decline the vaccination, he/she will be required to sign a mandatory "Hepatitis B Vaccine Declination" form as provided verbatim in OSHA 1910.1030. Should a provider refuse to be vaccinated and refuse to sign a declination form, that provider will be considered a Category III member as described above and will be removed from any Category I, II, or IV tasks. Should the provider change their mind at a later date and wish the vaccine, it will be offered to them at that time, free of charge.
- 3.21. INJURY REPORTING
- 3.21.1. This standard operating guideline establishes the procedures to be followed in the event of an on-the-job injury.
- 3.21.2. In the event of a member injury during any fire department event, the member should leave or be removed from the hazardous area immediately. If the injury occurs during an emergency incident or training exercise, the Sector Officer or Crew Leader as well as the Incident Commander and Incident Safety Officer should be notified immediately.
- 3.21.3. For all injuries, the Personnel, Safety & Training Chief and/or the Health & Safety Officer will be notified as soon as possible.
- 3.21.4. If a member must be taken to a medical facility, effort should be made to have a line officer accompany the injured, if needed.

3.21.5. Any injury due to participating in a Fire Department activity or answering an alarm from the time you leave home – until you return, must be reported to Inservco Insurance Services, Inc our Workman’s Compensation carrier. See any Line Officer, the President or Recording Secretary. If minor medical assistance is necessary; you must go to a doctor listed on the sheet provided by our insurance carrier. If emergency medical attention is needed, go to the nearest medical facility immediately.

3.21.6. For any injury unrelated to answering an alarm, you should seek medical attention from a doctor or hospital and tell them you are covered by [current insurance carrier funded through the Volunteer Firefighter’s Relief Association – Provident, VFIS, etc.]

3.21.7. In any instance, The Pennsylvania Worker’s Compensation Act requires that the employer report all fatal injuries within 48 hours, and all other injuries within 7 days of occurrence. Failure to file reports in a timely manner may affect your Worker’s Compensation benefits.

3.21.8. The injury must be reported within 3 days to the Personnel, Safety & Training Chief, President or Recording Secretary, in order to have the proper paperwork filed for your claim.

3.21.9. Whenever a fire fighter reports an injury that requires medical attention at a medical facility, that fire fighter will be considered to be out of service until a medical release form signed by a physician is given to the Personnel, Safety & Training Chief. When obtaining the medical release from the physician, it is extremely important that the injured fire fighter fully explain the job requirements to the physician.

3.22. ALCOHOL OR INTOXICATING BEVERAGES

3.22.1. Members shall not respond on incidents or interact with the public as representatives of the Fire Department while under the influence of alcohol or intoxicating beverages.

3.22.2. The odor of an alcoholic beverage on the breath of a member will be considered presumptive evidence of consumption or use of alcoholic or intoxicating beverages.

3.22.3. Members shall not consume any alcoholic or intoxicating beverages while on the premises of the Township facilities or in a Fire Department vehicle.

3.22.4. Members suspected by a line officer to be under the influence shall be driven by a line officer to a facility to be tested. Members found to be above the Commonwealth’s legal limit while responding on an incident, attending training or interacting with the public as a representative of the Fire Department shall be subject to immediate suspension by a chief officer pending an investigation.

3.23. DRUGS AND CONTROLLED SUBSTANCES

3.23.1. Members shall not be under the influence of any drug or controlled substance.

3.23.2. Members shall use prescribed drugs or controlled substances only as directed by a physician or dentist.

3.23.3. Members shall not use any illegal drug or controlled substance at any time.

- 3.23.4. Members may not use habit forming drugs or narcotics unless such drugs or narcotics are properly prescribed by a physician or dentist, and then used only as directed. The Fire Chief and/or other line officer shall be notified in all such cases. The Fire Chief or other line officer may request certification from the physician or dentist that the member is capable of performing all duties, including the operation of a motor vehicle, prior to allowing the member to respond on incidents.

4. FIRE STATION RULES AND REGULATIONS

4.1. GENERAL RULES

- 4.1.1. The fire station in Upper Allen Township serves multiple functions. The first and foremost is that it houses the Fire/Rescue and EMS apparatus and equipment needed by the community. The station is also used as a training facility by firefighters. The station is also provided with a social lounge for use by members, and employees of West Shore EMS.
- 4.1.2. Other uses for the Station include: Fundraising, Department Monthly Business Meetings, Committee Meetings, Training Classes, and in times of disaster it may be used as a shelter, triage area, staging facility, or Command Post.
- 4.1.3. To support the air of professionalism and for the overall morale of the company, the fire station House Rules must be followed.
- 4.1.4. Alcoholic beverages and unauthorized controlled substances are prohibited from the station premises (this includes the interior and exterior of the building, as well as the yards and parking lots.)
- 4.1.5. Bunker gear may be worn in the Apparatus Bay, Watch Room and front entry hallway. Assigned bunker gear should not be stored in the Locker Room or Bunk Room. Bunker gear should not be worn when sitting on the TV Lounge furniture.

4.2. HOUSE RULES

4.2.1. General

- 4.2.1.1. No person will be allowed under the influence of or in the possession of alcohol or any unauthorized controlled substances on station property or in the building.
- 4.2.1.2. No firearms or ammunition will be allowed in the building (police officers excepted).
- 4.2.1.3. No smoking except in the engine bay.
- 4.2.1.4. No immoral or illicit acts on station property.
- 4.2.1.5. Users of kitchen will tidy up immediately after themselves.
- 4.2.1.6. All members are to tidy up after use of station.
- 4.2.1.7. All members will extend common courtesy to other members.
- 4.2.1.8. All station work details and projects are to be completed promptly and cleaned up thoroughly.
- 4.2.1.9. Private vehicles will not be disabled in the engine bay or garage.

- 4.2.1.10. No long term storage of vehicles on station property.
- 4.2.1.11. Users of the engine bay will clean and tidy after their use.
- 4.2.1.12. Members who use company material will be required to get permission from the House Committee or the appropriate line officer.
- 4.2.1.13. Members who borrow Fire Company property are required to return the property in good condition or compensate the company for any damage.
- 4.2.1.14. No attachments to be made to any structure on station property without the authorization of the House Committee.
- 4.2.1.15. House Committee Chairperson may authorize general repairs.
- 4.2.1.16. No non-emergency station property may be removed without permission from a member of the House Committee.
- 4.2.1.17. Parking in the front lot of the station is limited to police vehicles, guests and chiefs, except when responding to emergency fire calls.
- 4.2.1.18. No parking in front of bay doors at any time.
- 4.2.1.19. No sleeping will be permitted in the lounge area.
- 4.2.1.20. No emergency station property (equipment or apparatus) may be removed without permission from a Line Officer.

4.3. STATION LIVE-IN'S

4.3.1. Users of the bunkroom and live-in facilities are divided into three (3) categories:

- 4.3.1.1. Casual Users
- 4.3.1.2. Live-in's
- 4.3.1.3. College Fire Science (CFS) Live-in's.

4.3.2. Casual Users

- 4.3.2.1. Casual users are those who use the bunkroom less than fifteen (15) days per month.
- 4.3.2.2. Casual users must be:
 - 4.3.2.2.1. WSEMS Personnel – OR
 - 4.3.2.2.2. a permanent (non-probationary) member of the UAFD – OR

- 4.3.2.2.3. a person with special permission from the Fire Chief or the House Committee Chairperson – AND
- 4.3.2.2.4. rider-qualified by their primary affiliate with the exception of special permission from the Fire Chief or the House Committee Chairperson
- 4.3.2.3. Casual users must remove linen from their bunks if they are not going to use them within the next two days.
- 4.3.2.4. All linen must be changed every week – with the exception of WSEMS personnel who must change the linens daily on the bunk they use.
- 4.3.2.5. UAFD members must run all calls, emergency or non-emergency, while on station.
- 4.3.2.6. Exceptions to running calls will be made when attendance at college or work is required or under other special circumstances as approved by the Fire Chief or the OIC.
- 4.3.2.7. Casual users are permitted to use the metal lockers in the locker room for the period they are bunking in.
- 4.3.2.8. Casual Bunkroom use by Junior Firefighters
 - 4.3.2.8.1. Junior Firefighters may “bunk-in” during the school summer vacation, but not during school term vacations (i.e. Christmas, or other Holiday vacation days.) (See Appendix 13.1)
 - 4.3.2.8.2. Juniors must present signed parental permission to sleep at the fire station to the Personnel, Safety & Training Chief.
 - 4.3.2.8.3. Juniors must request permission to “bunk-in” from the Board of Trustees.
 - 4.3.2.8.4. Juniors wishing to “bunk-in”, must be at an appropriate level in the mentor program as determined by the Fire Chief.
 - 4.3.2.8.5. Juniors must be on station by 2400 hours and may not leave the station except to answer fire calls until 0600.
 - 4.3.2.8.6. Juniors may not sleep over in the bunk room without a firefighter 18 years of age or older, sleeping in the bunkroom during the same time period.
- 4.3.3. Live-in’s
 - 4.3.3.1. Live-in’s are those who sleep-in fifteen (15) or more days per month.
 - 4.3.3.2. Live-in’s must:
 - 4.3.3.2.1. be a permanent (non-probationary) member of the UAFD – AND

- 4.3.3.2.2. be interior firefighter qualified (black or leather helmet as defined by the Mentor Program) – AND
- 4.3.3.2.3. retain active status as set-forth by this manual and the Fire Chief
- 4.3.3.3. A maximum of six (6) Live-in's will be accepted into the program at one time. Live-in's have priority over potential CFS Live-in's.
- 4.3.3.4. All Live-in's will report directly to the Chief Officers and will be under the supervision of the Board of Trustees and Chief Officers.
- 4.3.3.5. All prospective Live-in's must apply to the Trustees of the UAFD for approval to live-in. The application will be reviewed by the Trustees within ten (10) days.
- 4.3.3.6. Any failure to follow rules outlined in this section of the manual or follow common courtesy to fellow Live-in's will be reported to the Trustees and the Fire Chief who will decide on appropriate action.
- 4.3.3.7. The Trustees and the Fire Chief will review any allegations or abuse of the live-in privileges. The live-in will be given no more than thirty (30) days to move out of the station. In the event of gross misconduct the Trustees and the Fire Chief may suspend the live-in status immediately.
 - 4.3.3.7.1. The live-in may appeal in writing any decision. Address the appeal to the Chairperson of the Board of Trustees requesting a review by the company.
- 4.3.3.8. Live-in's must run all Fire calls, emergency or non-emergency, while on station. Exceptions to running calls will be made when attendance at college or work is required or other special circumstances as approved by the Fire Chief or OIC.
- 4.3.3.9. Live-in's are expected to attend UAFD meetings, UAFD training and UAFD fund raising activities unless it directly conflicts with scheduled college classes or work assignments. Other exceptions require permission from a Chief Officer.
- 4.3.3.10. Live-in's may be assigned a built-in locker by the House Committee Chairperson.
- 4.3.3.11. Live-in's may use the Fire Department clothes washer and dryer; however the Department only provides detergent for department towels and department laundry. Live-in's must provide their own detergent, etc.
- 4.3.3.12. Live-in's may not use the Fire Department address to receive mail. A post office box must be acquired for personal mail.
- 4.3.3.13. Live-in's may not make long distance calls unless they are collect calls or placed on a personal calling card.
- 4.3.3.14. Live-in's may use the Fire Department computers located in the watch room and library for homework, Internet, e-mail, etc. Live-in's may use the UAFD provided Internet connection and network infrastructure upon signing a computer usage

agreement. After signing the agreement, the Live-in will be issued a username and password for system access.

- 4.3.3.15. Live-in's will complete the following chores:
 - 4.3.3.15.1. Clean and vacuum the bunkroom and locker room weekly.
 - 4.3.3.15.2. Wash all linens weekly.
 - 4.3.3.15.3. Empty all trash cans into the dumpsters located to the rear of the station.
 - 4.3.3.15.4. Wash apparatus, and clean cabs, as needed.
 - 4.3.3.15.5. Sweep bay floors.
 - 4.3.3.15.6. Clean refrigerator weekly.
 - 4.3.3.15.7. Clean food preparation area, and any dishes or utensils immediately after use.
 - 4.3.3.15.8. Maintain bunk room and locker room in a neat and tidy manner.
- 4.3.4. College Fire Science (CFS) Live-in's
 - 4.3.4.1. This standard operating guideline establishes rules and regulations governing the College Student Live-In Program for live-ins that are attending an area institution studying for a fire-related degree and who do not have permanent membership with the UAFLD at the time of first moving in.
 - 4.3.4.2. All CFS Live-in's will report directly to the Chief Officers and will be under the supervision of the Board of Trustees and Chief Officers.
 - 4.3.4.3. A maximum of four (4) CFS Live-in's will be accepted into the program at one time – provided there are not more than two (2) other Live-in's as described above. Only full-time (at least 12 credit hours/semester) students will be accepted into the program.
 - 4.3.4.4. All prospective CFS Live-in's must apply to the Trustees of the UAFLD for approval to live-in. The application will be reviewed by the Trustees within ten (10) days.
 - 4.3.4.5. Any failure to follow rules outlined in this section of the manual or follow common courtesy to fellow Live-in's will be reported to the Trustees and Fire Chief who will decide on appropriate action.
 - 4.3.4.6. The Trustees and the Fire Chief will review any allegations or abuse of the CFS Live-in privileges. The CFS Live-in will be given no more than thirty (30) days to move out of the station. In the event of gross misconduct the Trustees and the Fire Chief may suspend the live-in status immediately.

- 4.3.4.6.1. The CFS Live-in may appeal in writing any decision. Address the appeal to the Chairperson of the Board of Trustees requesting a review by the company.
- 4.3.4.7. CFS Live-in's applicants are exempt from the six month probationary requirement for live-in privileges, however must be accepted into probationary membership prior to moving in.
- 4.3.4.8. CFS Live-in's must be at least 18 years of age.
- 4.3.4.9. Applicants will be assigned a mentor and will be required to successfully meet the qualifications of an interior firefighter (black or leather helmet as outlined in the Mentor Program) by the end of their first academic year.
- 4.3.4.10. Preference will be given to applicants with higher levels of training or certification, (i.e. EMT, FF I, etc).
- 4.3.4.11. CFS Live-in's must maintain at least a 2.5 GPA to remain in the program. Grades will be submitted to the Fire Chief or his designee at the midterm and after finals each semester.
- 4.3.4.12. CFS Live-in's shall submit a copy of their class and work schedules to the Fire Chief or his designee at the beginning of each semester.
- 4.3.4.13. CFS Live-in's are expected to be at the fire station when not at class or work.
- 4.3.4.14. CFS Live-in's may run errands as necessary.
- 4.3.4.15. CFS Live-in's are expected to run all fire calls when on station. Exceptions are as follows:
- 4.3.4.15.1. Within one hour of scheduled class or work time.
- 4.3.4.15.2. The night before and day of final exams.
- 4.3.4.15.3. As excepted by the OIC.
- 4.3.4.16. CFS Live-in's shall be on station and available for alarms each evening at 2230 hours, and remain available until 1630 hours the next day, unless at a scheduled college class, work or running errands. Permission from a Chief Officer is required for an exception to this rule.
- 4.3.4.17. CFS Live-in's are expected to attend UAFD meetings, UAFD training and UAFD fund raising activities unless it directly conflicts with scheduled college classes or work assignments. Other exceptions require permission from a Chief Officer.
- 4.3.4.18. CFS Live-in's may be assigned a built-in locker by the House Committee Chairperson.

- 4.3.4.19. CFS Live-in's may use the Fire Department clothes washer and dryer; however the Department only provides detergent for department towels and department laundry. CFS Live-in's must provide their own detergent, etc.
- 4.3.4.20. CFS Live-in's may not use the Fire Department address to receive mail. A post office box must be acquired for personal mail.
- 4.3.4.21. CFS Live-in's may not make long distance calls unless they are collect calls or placed on a personal calling card.
- 4.3.4.22. CFS Live-in's may use the Fire Department computers located in the watch room and library for homework, Internet, e-mail, etc. CFS Live-in's may use the UAFD provided Internet connection and network infrastructure upon signing a computer usage agreement. After signing the agreement, the Live-in will be issued a username and password for system access.
- 4.3.4.23. CFS Live-in's will complete the following chores:
- 4.3.4.23.1. Clean and vacuum the bunkroom and locker room weekly.
 - 4.3.4.23.2. Wash all linens weekly.
 - 4.3.4.23.3. Empty all trash cans into the dumpsters located to the rear of the station.
 - 4.3.4.23.4. Wash apparatus, and clean cabs, as needed.
 - 4.3.4.23.5. Sweep bay floors.
 - 4.3.4.23.6. Clean refrigerator weekly.
 - 4.3.4.23.7. Clean food preparation area, and any dishes or utensils immediately after use.
 - 4.3.4.23.8. Maintain bunk room and locker room in a neat and tidy manner.

4.4. APPARATUS BAY

- 4.4.1. Responding apparatus shall be washed after each call, per OIC discretion.
- 4.4.2. The apparatus bay floor shall be swept and/or washed as necessary. Floor drains shall be cleaned periodically. The floor shall be squeegeed after washing vehicles or floor.
- 4.4.3. Protective clothing shall be neatly stored in the appropriate place between alarms.
- 4.4.4. Tools and cleaning equipment shall be neatly stored.
- 4.4.5. Tire chains shall be stored in the appropriate place when not in use.
- 4.4.6. Rolled, dry fire hose shall be kept neatly stored on the hose racks.

- 4.4.7. Line officers shall make periodic checks of any hose hanging to dry. When dry hose is found, a detail shall be formed to roll and store the hose. Hose may be rolled male coupling in, or male coupling out (a fifty-fifty mix is most appropriate for re-packing preconnected hose loads)
- 4.4.8. Trash receptacles should be routinely emptied into the dumpster. It is every member's responsibility to discard trash when found, and empty receptacles that are found full. There is a receptacle for the recycling of aluminum cans, and a dumpster for depositing trash.
- 4.4.9. Smoking is not permitted in the living quarters side of the station. Smoking is permitted outside, and in the Apparatus Bay. Ashtrays or butt cans must be used. If ashtrays or butt cans are full, ensure that all embers are extinguished before discarding ashes. Do not discard paper or other trash in the butt cans. Do not dispose of cigarette butts outside on the apron pads. Smokers should make every attempt to police themselves, and keep the butt cans clean.
- 4.4.10. Chewing Tobacco and Snuff users will not spit on the outside aprons, or the Apparatus Bay floor. Chewing Tobacco/Snuff users will police themselves and other users to make sure that their "juice" receptacles are properly disposed of. "Wads" of tobacco should not be disposed of in the parking lot, down apparatus bay floor drains, etc.
- 4.4.11. Members who do not have a "tobacco habit" should not have to clean-up after those who do!
- 4.4.12. All trash will be disposed of properly.
- 4.4.13. No items shall be set on the apparatus, i.e. coats, helmets, soda cans, etc.
- 4.4.14. Immediately after returning from a call, noise shall be kept to a minimum in the Watch Room for a short time, to facilitate completing the incident report and calling headquarters for times.

4.5. LOUNGE/TV ROOM

- 4.5.1. This area of the station must be kept clean and neat at all times.
- 4.5.2. Use the furniture, TV, VCR, etc. as if they were your own. If you spill food or drink, clean it up. Intentional destruction or abuse of the furniture or equipment will not be tolerated.
- 4.5.3. During regular Tuesday Night "In-house" Fire Schools, the TV Lounge is off limits to "active UA FD personnel" until the class is completed, or permission is granted by a Chief or the Instructor.
- 4.5.4. The Lounge will not be used as overnight sleeping facilities unless approved by a Chief Officer, the House Committee or the Trustees.
- 4.5.5. Any UA FD personnel in the TV Lounge, when Company 23 returns from an alarm, will leave the lounge and lend a hand returning the company to service.

4.6. WEIGHT/EXERCISE ROOM

- 4.6.1. This area of the station must be kept clean and neat at all times.
- 4.6.2. This room is for UAFD members only and must be kept locked.
- 4.6.3. During regular Tuesday Night "In-house" Fire Schools, this room is off limits to "active UAFD personnel" until the class is completed, or permission is granted by a Chief or the Instructor.

4.7. ACTIVATIONS OF THE STATION FIRE ALARM

- 4.7.1. This standard operating procedure establishes the guidelines for actions to be taken in the event of an activation of the station fire alarm.
- 4.7.2. Ensure that all occupants of the building know that the fire alarm has sounded. Of primary concern is that any guests, members of the public, and bunk room occupants are aware of the alarm condition and instructed to leave the building.
- 4.7.3. Call 911 and report the alarm activation to Cumberland County EOC.
- 4.7.4. If a Driver is present, remove apparatus from the building and close all bay doors.
- 4.7.5. Check the fire alarm panel for the location of the alarm.
- 4.7.6. Proceed to the alarm location with an ABC fire extinguisher and investigate the situation.
- 4.7.7. If a call is received from headquarters, report what has been found and what has not been found. (i.e. "There is no visible smoke, no odor of smoke", instead of "no problem", be specific).
- 4.7.8. Do not reset the alarm, allow a Line Officer to verify conditions found, prior to resetting the panel.
- 4.7.9. The alarm may be silenced once it is certain that all occupants are aware of the alarm and have left the building.

5. STANDARD OPERATING GUIDELINES (GENERAL)

5.1. RECEIPT OF ALARMS

- 5.1.1. The primary alarm signal for an emergency is transmitted by radio from the Cumberland County Emergency Operations Center (EOC) – also known as “Headquarters”. The EOC is centrally located in the county, at the Cumberland County Prison in Middlesex Township. Signals are received by radio pagers. An alert tone is given, followed by a voice message giving location and nature of the alarm. This alert tone also activates a klaxon within the fire station.
- 5.1.2. Although a second tone is generated for the purpose of activating fire house sirens, the UAFD does not use a fire siren to alert its members. This tone is used to activate house bells, which signify that a piece of apparatus is due to respond, thus making the alert different from a Special Fire Police dispatch, or other informational announcement.
- 5.1.3. Each Saturday at 1200 hours, Headquarters will activate the Emergency Preparedness Early Warning System. This test will activate civil defense sirens located through out the County. Station 23 is not equipment with such a siren.
- 5.1.4. Occasionally, an alarm is received in person or by phone at the Fire Station. When an alarm is received in person at the station, the fire fighter shall take the individual to the telephone, dial 9-1-1 for them, and instruct them to talk to the dispatcher. This procedure should minimize delays and confusion in relaying information to the dispatchers. The fire fighter shall remain at the phone for the duration of the 911 call to assist if needed.
- 5.1.5. If an alarm is received over the telephone, the fire fighter shall request the type and location of the emergency, the caller’s name and phone number, and then instruct the caller to hang-up and call 911. If the caller is calling from the structure which is involved in fire, the fire fighter should instruct them to evacuate the building, and call 911 from a safe location. The fire fighter should then hang-up, and dial 9-1-1 also, and report the information received to the Dispatcher.

5.2. MEMBERS RESPONSE TO ALARMS

- 5.2.1. Members may not respond in their personally owned vehicles (POV) to incidents out of the Township. Fire Police Officers may respond when they are specifically requested, or a mutual-aid agreement warrant their automatic response. Chief Officer’s may respond to any scene in their POV. The Department Photographer may respond with the Chief’s permission, or at the request of the incident OIC.
- 5.2.2. Whenever possible members should make every attempt to respond direct to the fire station. This ensures that the apparatus is manned, facilitates easy accountability, and reduces vehicle congestion at the scene.
- 5.2.3. Members may respond to the emergency scene if the following conditions are met:
 - 5.2.3.1. The incident is in direct route to the fire station.

- 5.2.3.2. Manpower has been requested to respond to the scene.
- 5.2.4. Members who respond to the scene shall:
- 5.2.4.1. Obey all traffic regulations.
 - 5.2.4.2. Yield the right-of-way to all emergency apparatus.
 - 5.2.4.3. Do not pass any emergency vehicle, and stay 500 feet behind any emergency vehicle.
 - 5.2.4.4. Upon arrival at the emergency location, do not block fire hydrants, standpipe or sprinkler connections, or exit ways.
 - 5.2.4.5. Do not run over or park on fire hose.
 - 5.2.4.6. Park their POV at least 100 yards safely away from the emergency locations (This does not apply to Chief Officers).
- 5.2.5. Members may not respond in POVs to incidents on the Pennsylvania Turnpike. Chief Officers may use their POVs to respond on the Turnpike, but should attempt to coordinate their responses, so that only one Chief's POV is committed to the Turnpike.
- 5.2.6. If a member responds to the scene of a vehicle accident in his/her POV after meeting the above conditions, the POV must be parked safely away from the accident scene and off the road. Their vehicle placement shall not impede the flow of traffic, or obstruct the approach or departure from the scene by Police, EMS or Fire Equipment.
- 5.2.7. If a member is involved in an auto accident while responding to a call in a POV, they will stop and render assistance, and/or wait for the Police to arrive, if damage or injury has occurred. Even if the accident is non-reportable (i.e. no reportable damage and no injuries) the member must still stop and attempt to reconcile any differences with the other driver(s).

5.3. USE OF BLUE LIGHTS

- 5.3.1. Members owning and using blue lights must be registered through the Fire Chief with the Pennsylvania State Police.
- 5.3.2. A blue light is nothing more than a courtesy light. It does not grant the fire fighter with any authority, but identifies him/her as a volunteer responding to an emergency, and acts as a request for other motorists to yield the right of way.
- 5.3.3. Blue lights are to be used only within Upper Allen Township, and only when an alarm has been dispatched for Company 23.
- 5.3.4. Only Chief Officers and fire Police Officers shall use red lights and sirens.
- 5.3.5. Fire fighters who are serving a probationary period, and Junior members may not use a blue light.

- 5.3.6. Any violation of this section may result in suspension of blue light privileges by the Fire Chief.
- 5.3.7. Any violation of the Pennsylvania Motor Vehicle Code while using a blue light may result in suspension of blue light privileges by the Fire Chief.
- 5.3.8. Use of blue lights does not exempt the vehicle operator from citations for violations of the Motor Vehicle Code.
- 5.3.9. Members wishing to operate blue lights must complete a Blue Light Application Form, and meet the requirements there on, in order to be issued a blue light (or authorized to operate a blue light). The Personnel, Safety & Training Chief will certify that all requirements have been met to operate a blue light. The Equipment & Maintenance Chief will then issue the successful applicant a blue light.

5.4. EMERGENCY RESPONSE – PREPARATION

- 5.4.1. Arriving personnel shall verify that they are aware of the proper location and type of incident prior to responding with a piece of apparatus, to ensure the appropriate piece of equipment is brought.
- 5.4.2. Members who are not qualified to drive, shall don their PPE and open the over head door of the first due apparatus.
- 5.4.3. Apparatus should be placed "ON THE AIR", or "ON THE AIR NEEDING A DRIVER", with Cumberland County Headquarters.
- 5.4.4. The order of apparatus response shall be in accordance with the section entitled "ORDER OF APPARATUS RESPONSE".
- 5.4.5. The highest ranking Line Officer will ride in the right side (Officer's) seat of the cab.
- 5.4.6. If there is no Line Officer, then the most senior (most experienced) fire fighter shall take the officer's seat.
- 5.4.7. No apparatus will leave the station without the driver knowing the exact location of the incident, and the most direct route of travel, unless the driver is aware of the general location and the officer is determining the precise location from the Box Book maps. Even if the driver is sure of the location, the officer will turn to the correct page of the Box Book to ensure quick access to other pertinent information should the need arise.
- 5.4.8. Apparatus will not respond without a full crew, until the response check after the second dispatch.
- 5.4.9. A "full crew" for engine calls is made up of four firefighters who are qualified to use SCBA and have the necessary training to enter a burning building.
- 5.4.10. A "full crew" for rescue calls is at least one fire fighter qualified to operate the Holmatro Rescue System, at least one additional fire fighter qualified to use SCBA, and two additional fire fighters.

- 5.4.11. A “full crew” for truck calls is at least four firefighters qualified to ride the truck.
- 5.4.12. If at the first HQ status check (4 minutes) there is insufficient personnel, request re-dispatch.
- 5.4.13. If at the second HQ status check (additional 4 minutes after re-dispatch; which is the fail time) there is insufficient personnel, apparatus may respond with the personnel present. Apparatus may respond “light” to signify reduced manpower (i.e. “Engine 2-23 responding – light”), and should request additional manpower, or next due company, if conditions warrant. The OIC may make exceptions as needed.
- 5.4.14. Once apparatus has reached its minimum manning of four as defined above, the apparatus shall pull from the bay to the apparatus pad without activating the warning lights. The apparatus operator shall set the parking brake and check for other firefighters responding to the station. If no additional responding personnel are visible, the apparatus may activate emergency warning devices and respond.
- 5.4.15. Once the minimum crew has been established, other non-qualified firefighters may fill remaining seats provided they are not taking seats from a qualified firefighter. However, the non-qualified firefighter is not permitted to complete the given seat assignment unless authorized to do so by the riding officer. If authorization or assignment is not given by the riding officer, these non-qualified firefighters must report to manpower for an assignment. For example, a firefighter without the specified truck training may ride on the truck after the minimum crew has been established, assuming he is not bumping other qualified crew. This firefighter riding the truck must see the riding officer for an assignment – which may include reporting to manpower once on scene.
- 5.4.16. If apparatus has maximum manning in station, the rig shall activate warning lights prior to leaving the apparatus bay to signify that they have maximum manning and they are responding. If this condition exists, the rig need not stop on the apron but may continue response.
- 5.4.17. On calls where the Tanker is responding behind our Engine, the Tanker may respond with a driver only. This will expedite the Tanker’s response, and does not require the commitment of an additional fire fighter.
- 5.4.18. Use of tobacco products on board the apparatus is prohibited.
- 5.4.19. Backing Cameras and rearview mirrors will be used when backing apparatus. All vehicle warning lights shall be operating while backing. A ground guide will be used to guide the apparatus while backing. The ground guide shall use a radio head set or portable radio, and remain visible to the driver in a rear view mirror.

5.5. ORDER OF APPARATUS RESPONSE

- 5.5.1. The order of apparatus response from the station shall be in accordance with the following general response chart.

TYPE OF INCIDENT	ORDER OF RESPONSE			
	FIRST	SECOND	THIRD	FOURTH

Auto Accident	E123	U23		
AA w/ Entrapment	E123	E223	U23	
Structure Fire				
Hydranted	E223	TR23	E123	TA23
Rural	E223	TR23	TA23	E123
Rescue	E123	U23	TR23	
Trash	E223	TA23	U23	
Natural Cover	TA23	U23	E223	
Wires/Transformer	One Engine			
Trees Down	One Piece of Equipment			
HAZMAT				
Outside	E123	U23	TA23	
Inside	E123	TR23	E223	U23
Vehicle Fire	E123	TA23	U23	
Carbon Monoxide	E223	TR23	U23	
Wash Down	E223 and/or TANK23			
Medical Assist	E123 and/or U23			
Public Service	As Needed			
Transfer	E223 (unless specified otherwise at dispatch)			
Mutual Aid	As Dispatched			

5.6. EMERGENCY RESPONSE – EN ROUTE

- 5.6.1. The following procedures shall apply to routine (non-emergency) and emergency operations of apparatus. (NFPA 1500)
- 5.6.2. Drivers shall obey all traffic regulations regarding emergency vehicle operation.
- 5.6.3. Apparatus shall be operated in a safe manner at all times.
- 5.6.4. Apparatus shall be prepared to stop at all intersections, regardless of whether the intersection is controlled.

- 5.6.5. During non-emergency travel, drivers shall obey all traffic control signals and signs, and all laws and rules of the road of the jurisdiction for the operation of motor vehicles.
- 5.6.6. Apparatus shall not use interstate highway crossover points (i.e. Turnpike) during non-emergency travel. Crossover points shall be used only during emergency response and shall be used with extreme caution. (Remember – oncoming traffic is proceeding at approximately 70 mph, while fire apparatus is starting from a dead stop.)
- 5.6.7. During emergency response, apparatus shall be prepared to:
- 5.6.7.1. Stop when directed by a law enforcement officer.
 - 5.6.7.2. Stop for Red Traffic Signals (and then proceed once all traffic has been accounted for).
 - 5.6.7.3. Stop at all stop signs, may proceed slowly, with caution, if all lanes of traffic have been accounted for).
 - 5.6.7.4. Stop at blind intersections.
 - 5.6.7.5. Stop when all traffic lanes can not be accounted for.
 - 5.6.7.6. Stop when encountering a stopped school bus with flashing warning lights.
- 5.6.8. Apparatus shall slow and be prepared to come to a complete stop at unguarded railroad crossings.
- 5.6.8.1. Drivers shall ensure that it is safe to proceed before crossing the railroad tracks.
- 5.6.9. Engine retarders (i.e. Jake Brakes and Telma) shall be used in the “off” or “low” position on slippery surfaces. Engine retarders shall be returned to the “high” position when apparatus is parked in quarters. During inclement weather, retarders shall be disengaged and then selectively engaged from low, to high, in order to select the proper braking force for conditions.
- 5.6.10. Any unsafe operation of a vehicle shall be reported to a Chief Officer by the riding officer or crew members of the subject apparatus.
- 5.6.11. Nothing shall be thrown from UAFD apparatus!
- 5.6.12. Fire fighters shall conduct themselves in a courteous, professional manner at all times while in fire apparatus.
- 5.6.13. All personnel on the apparatus shall be seated and shall wear seat belts while apparatus is in motion. All authorized seating positions are equipped with seat belts.
- 5.6.13.1. Maximum Manning – each apparatus has a maximum manning.
 - 5.6.13.1.1. Engine 123 Eight

5.6.13.1.2.	Engine 223	Six
5.6.13.1.3.	Truck 23	Six
5.6.13.1.4.	Tanker 23	Two
5.6.13.1.5.	Utility 23	Five
5.6.13.1.6.	Explorer	Five

5.6.14. Each fire fighter will remove one PAS Tag from his coat and place it on the radio head set hook located at his riding position, while en route to the incident.

5.6.15. All crew members on the apparatus shall be ready to execute the orders of line officers upon arrival at the scene.

5.6.16. Per OIC discretion, the generator on Engine 1-23 shall be started en route to every incident.

5.6.17. No use of tobacco products on the fire apparatus.

5.7. ARRIVAL AND GENERAL FIREGROUND OPERATIONS

5.7.1. First arriving unit shall make a report of conditions to headquarters.

5.7.2. All members shall take orders from their Officer or Driver only.

5.7.3. The first arriving unit or officer shall assume the role of Incident Commander (IC) until relieved by a higher ranking member. This unit shall notify Headquarters by transmitting: "Headquarters from _____ 23, requesting a command channel". Headquarters will assign a command designation and operations channel (i.e. "Command 23 has been established, all units utilize Channel two").

5.7.4. The incident Commander will designate a Command Post.

5.7.5. All apparatus shall be placed by the IC according to the SOGs. If an assignment has not been given, apparatus will assume Level I staging. The apparatus officer shall report, preferably in person, to the IC, and report on the unit's crew size.

5.7.6. Crew members shall stay on board the apparatus until given an order by the IC, the apparatus officer, or the driver, unless the assignment is obvious.

5.7.7. As much as possible, crews should attempt to remain intact for the duration of the incident. Engine Companies should remain together as a company, etc.

5.7.8. Drivers should remain with their apparatus unless directed otherwise by an officer. If a driver has a reason to leave his apparatus, he/she should inform the IC or Apparatus Staging Officer of such.

5.7.9. Fire fighters leaving the apparatus to complete an assignment shall take hand tools, hand lights, and a portable radio with them. If hand tools are not needed, they can be left at an equipment staging area near the scene.

5.7.10. Fire fighters shall notify the driver of the apparatus whenever equipment is removed.

5.8. FIRE INVESTIGATION AND PRESERVATION OF EVIDENCE

5.8.1. All fires shall be investigated to determine their origin and cause. The following procedures are required of all fire fighters on the fireground.

5.8.2. All fire fighters shall be observant of location of fire, color of smoke, color of flames, any unusual odors, etc.

5.8.3. All fire fighters shall be observant of any individual(s) or vehicle(s) at the scene or leaving the scene as the fire company arrives.

5.8.4. All fire fighters shall be observant of the original location of all items in the fire area.

5.8.5. Do not remove anything from the scene unless absolutely necessary. Prior to removing items, take photographs of their locations, or at the very least, record a mental picture of locations.

5.8.6. Report all suspicious items to a Chief Officer.

5.8.7. Do not touch items that may be used as evidence. When in doubt, leave items as found and check with a Chief Officer.

5.8.8. Treat property as if it were personal – avoid unnecessary damage.

5.8.9. At times a limitation may be placed on the number of personnel permitted in an area. Personnel should not enter the fire area unless they have a specific assignment.

5.8.10. Do not touch valuables or firearms unless a line officer or police officer is present and the valuables are being retrieved for the owner.

5.9. RETURNING TO STATION – PROCEDURES

5.9.1. Apparatus shall leave the fire/rescue ground only upon the orders of the Incident Commander (IC).

5.9.2. The original crew of the apparatus shall return to station intact unless other arrangements have been made through an officer.

5.9.3. The officer of the apparatus shall ensure that all equipment belonging to the apparatus is returned to station. In the event that equipment must be left at the scene, the officer shall notify the IC. Upon return to quarters that equipment shall be noted on the fire report and logged on the Watch Room white board.

5.9.4. The IC shall advise headquarters of Company 23 status. (i.e. "Company 23 is available" or "Returning, unavailable"). If a command channel was designated the IC will also release the channel as soon as practical. (i.e. "Headquarters, Command 23 is releasing Channel 2, Company 23 will be operating on our tactical frequency.")

5.10. RESPONSE TO NON-EMERGENCY INCIDENTS

5.10.1. The following incidents shall be considered as "non-emergency":

5.10.1.1. CO calls with no patients

5.10.1.2. Search parties

5.10.1.3. Wash-downs

5.10.1.4. Transfers to other stations

5.10.1.5. Public service calls

5.10.1.6. Animal rescues

5.10.1.7. Any other call where common sense dictates a non-emergency response

5.10.2. When an alarm is received for a non-emergency call, members shall respond in non-emergency fashion (i.e. no blue lights).

5.10.3. Apparatus shall respond with the flow of traffic and without audible or visual warning devices.

5.10.4. All other applicable Standard Operating Guidelines shall apply.

5.11. ACCIDENT PROCEDURES

5.11.1. Any driver involved in a collision while driving a piece of fire apparatus shall obtain only the necessary information from the other parties involved and offer the same information. Do not admit fault for the accident. There shall be no heated exchange of words with the other party. If the other party insists on creating a scene, request that the police handle the situation.

5.11.2. If involved in any accident, reportable or not, request that the police respond as a precautionary measure. It is the duty of the driver and crew to assist other motorists in any way. Ensure safety of the crew and then assist others.

5.11.3. If involved in an accident while responding to an emergency, immediately stop and render assistance. Summon police and any additional assistance that may be required. Notify the IC of the original incident. Place the apparatus out of service with Headquarters. Apparatus must remain at the accident scene if any bodily injury to any party is involved, regardless of any life hazard at the original call. Upon release by the investigating police officer, contact the IC of the original incident for direction.

5.11.4. Any damage incurred while driving apparatus shall be reported to a Chief Officer with all necessary information in writing as soon as possible by the driver

5.11.5. All accidents will be investigated by the Driver Training Committee, and if warranted, turned over to the Board of Officers for disciplinary action. Once the apparatus has been returned to quarters, the driver will be considered suspended as a driver until further notification is received from the Driver Training Committee Chairperson.

5.12. USE OF LADDERS

5.12.1. Prior to removing ladders from the apparatus, fire fighters shall size-up the intended use.

5.12.2. Prior to removing the ladders from the apparatus, a crew leader shall be chosen and he/she shall be positioned at the tip of the ladder. The crew leader shall give the commands for ladder movement. Commands shall follow the format: "prepare to lift...Lift."

5.12.3. If the extension ladder is needed and the roof ladder is not to be used immediately, the roof ladder shall be slid underneath the apparatus from the rear (between the wheels). At no time shall any ladder be leaned against the side of the apparatus or propped against the tires or wheel (this will prevent damage to the apparatus, and keep the ladders away from the heat of the exhaust.)

5.12.4. Prior to any ladder being raised or lowered, the crew leader shall ensure that there are no overhead hazards such as wires, large tree limbs, etc. Upon determination that there are no overhead hazards, the crew leader shall state loud and clear: "Clear of overhead hazards!", and then give the command to raise or lower the ladder.

5.12.5. All aluminum extension ladders shall be raised fly sections out.

5.12.6. Whenever extension ladders are thrown to a roof line, at least five rungs shall be above the roof line.

5.12.7. Halyards on UAFD extension ladders shall be permanently attached to the bed section of the ladder. On Mutual Aid Company's extension ladders halyards shall be tied off to the bed section of the ladder using a clove hitch. For storage on apparatus, the halyards shall be secured to all sections of the ladder using a clove hitch, and half hitch safety.

5.12.8. Whenever a fire fighter is boarding or climbing a ladder the ladder shall be heeled, or tied off.

5.12.9. All hoselines on ladders shall be secured to the ladder prior to being charged.

5.12.10. Leg locks or Class I Safety Harnesses shall be used by all fire fighters working off ladders.

5.12.11. If there is a need for ground ladders to be raised at the scene of a structure fire, at least two ladders shall be raised, preferably at opposite corners and ends of the building.

- 5.13. USE OF POSITIVE PRESSURE VENTILATION (PPV)
- 5.13.1. PPV shall be used when it is the appropriate tactic for conditions.
 - 5.13.2. Vertical ventilation shall be the ventilation method when presented with the signs of a backdraft, top floor fire, or extension into the attic or loft voids.
 - 5.13.3. A ventilation opening shall be confirmed prior to PPV blowers being directed into a building.
 - 5.13.4. When possible PPV shall be started in coordination with the initial entry of the attack line team.
 - 5.13.5. For initial entry, PPV shall be set up at the same entrance used by the attack line team.
 - 5.13.6. PPV may also be used as a salvage/overhaul method.
- 5.14. LOADING FIVE INCH HOSE
- 5.14.1. All members shall wear at least helmets, gloves and steel-toed boots while loading five inch hose. (NFPA 1500).
 - 5.14.2. When re-loading five inch hose onto moving apparatus from the ground, one member shall be assigned as a safety observer for the hose loading operation. The safety observer shall not physically assist with loading the hose.
 - 5.14.3. The safety observer shall have an unobstructed view of the hose loading operation and be in visual and voice contact with the driver.
 - 5.14.4. Non-fire department vehicular traffic shall be excluded from the area or shall be under the control of police or fire police.
 - 5.14.5. The apparatus shall be driven only at a speed of 5 mph or less.
 - 5.14.6. Fire fighters are permitted in the hose bed, but shall not stand while the apparatus is in motion.
- 5.15. BACKING APPARATUS
- 5.15.1. There shall be a ground guide with a portable radio deployed whenever apparatus is backed. The purpose of a ground guide is to:
 - 5.15.1.1. Point out hazards that the driver is not able to see.
 - 5.15.1.2. Keep vehicular and pedestrian traffic out of the path of the apparatus.
 - 5.15.1.3. Stop the apparatus when any unsafe condition is present.

- 5.15.2. The ground guide shall stand approximately 15 feet to the rear of the apparatus, on the driver's side. The guide shall always be visible to the driver in the driver's side mirror.
- 5.15.3. If the ground guide must leave the driver's visibility, they shall signal for the driver to stop apparatus. The driver shall start to move only upon the signal of the ground guide.
- 5.15.4. Portable radios are used for communicating and signaling when backing apparatus.
- 5.15.5. If the apparatus is to be backed into an intersection or other traffic way, it may be necessary to post several fire fighters to stop traffic in order to leave the ground guide free to concentrate on the backing apparatus.
- 5.15.6. If the ground guide is unsure about the driver's intentions, they shall signal for the apparatus to stop, approach the driver and verbally clarify any questions before proceeding with the operation.

5.16. OPERATION OF APPARATUS FIRE PUMPS

- 5.16.1. All apparatus fire pumps will be stored in a "wet" condition. There may be exceptions to the section during extreme cold periods.
- 5.16.2. Intake relief valves will be stored at the operating pressure setting of 150 psi.
- 5.16.3. The parking brake will be engaged prior to engaging the fire pump.
- 5.16.4. The wheel chocks will be set prior to increasing the engine RPMs with the pump panel throttle.
- 5.16.5. In order to simplify pump operations "fire flows" for preconnected handlines are indicated on the face of the discharge pressure gauge. Hoselines will initially be charged to the preset fire flow. Corrections can then be made for elevation or changes to the hose load.
- 5.16.6. Discharge relief valves will be set at 160 psi. (i.e. Ross Relief valve).
- 5.16.7. Water will be circulated through pumps whenever the outside temperature is near or below freezing (32 degree F), or when the pump is in gear but no water is flowing.
- 5.16.8. Friction Loss charts will be available in the pump operator's compartment of each engine.

5.17. REVERSE HOSE LAYS

- 5.17.1. This guideline describes the procedure for establishing a water supply from a hydrant using a "Reverse Hose Lay" with five inch hose.
- 5.17.2. The supplying engine will proceed to the scene and stop at the attack engine with the tailboard of the supply engine at the end of the attack engine that is farthest away from the hydrant (if possible).

- 5.17.3. All manpower will exit the engine with lights, hand tools and a portable radio.
- 5.17.4. The riding officer will pull the five inch hose from the hose bed, and secure the end under the tire of the attack engine farthest away from the hydrant. The riding officer will then signal the driver that it is safe and okay to proceed.
- 5.17.5. The supply engine will then proceed to the hydrant. The driver will attempt to lay the five inch hose as close as practical to one side of the road.
- 5.17.6. The driver will then "spot" the apparatus in position on the hydrant. Secure the vehicle and place the pump in gear.
- 5.17.7. The driver will then flush the hydrant, connect the soft sleeve (or short section of five inch hose) to the steamer connection of the hydrant. The driver will then "break" and connect the five inch hose from the hose bed, and connect it to the large diameter discharge.
- 5.17.8. The driver of the supply engine will ascertain if the attack engine is ready to receive water. When the attack engine is ready for water, the hydrant shall be opened, the intake gate shall be opened, and the discharge gate for the LDH discharge shall be opened – thus allowing water to flow through the pump at hydrant pressure.
- 5.17.9. The pump should not be used to pressurize the water supply until back pressure shows on the LDH discharge gauge. The supply engine should boost the pressure through the five inch hose line only if the attack engine requires more pressure.

5.18. FORWARD HOSE LAYS

- 5.18.1. This guideline describes the procedure for establishing a water supply from a hydrant using a forward lay of five inch hose.
- 5.18.2. The attack engine will proceed to the hydrant and stop with the tailboard approximately ten feet beyond the hydrant.
- 5.18.3. The riding officer will exit the engine and proceed to the tailboard. Unless directed otherwise by the officer or driver, all other personnel will remain seated and belted on the apparatus.
- 5.18.4. The riding officer will pull a loop of five inch hose from the hose bed and walk to the hydrant (this may involve pulling a webbing strap attached to the hose).
- 5.18.5. The riding officer will "wrap" the hose around the hydrant so that the hose is not dragged down the street as the engine lays-in to the fire. When the hose is secured, the riding officer will re-enter the cab, and signal the driver to proceed.
- 5.18.6. No firefighters or bystanders shall be permitted to attempt to hold the hose or stand on the hose to secure it.
- 5.18.7. The supply engine shall "spot" on the hydrant and pick-up the line.

5.19. SCBA CASCADE SYSTEM

5.19.1. This section will establish the procedure to be followed when refilling SCBA cylinders, and recharging the air cascade cylinder bank.

5.19.2. Only those individuals who have been trained in the operational procedures of the cascade system may operate said equipment.

5.19.3. All personnel operating the cascade system shall be responsible for seeing that these guidelines are followed.

5.19.4. The Equipment Chief will be responsible for insuring that he or person(s) designated by him/her shall

5.19.4.1. Conduct periodic training and qualifying of personnel.

5.19.4.2. Conduct required periodic maintenance and testing.

5.19.5. Each OIC will be responsible for seeing that the air system is operated by qualified personnel only.

5.19.6. All operators will be responsible for the following:

5.19.6.1. Filling pressures

5.19.6.2. Condition of cylinders

5.19.6.3. Maintaining air system record log

5.19.7. Operating the Cascade Fill System

5.19.7.1. Don proper eye protection.

5.19.7.2. Inspect cylinder(s) for damage and log cylinder test date and number.

5.19.7.3. Place the cylinder(s) in the cradle in the fill station.

5.19.7.4. Attach the fill line to each cylinder.

5.19.7.5. Open the cylinder valve of each cylinder.

5.19.7.6. Open the fill valve on the fill line.

5.19.7.7. Secure the cylinder door.

5.19.7.8. Turn on the valve of the storage bank you will need.

- 5.19.7.9. Use storage banks in sequence (#1 bank should be used first, the #2 bank second, etc.)
 - 5.19.7.10. Use the storage system cascade style (i.e. lowest pressure first, saving the fullest bank to top-off the cylinders with).
 - 5.19.7.11. Adjust regulator pressure to appropriate pressure.
 - 5.19.7.12. Using the fill valve, slowly fill the cylinder(s).
 - 5.19.7.13. If Bank #1 does not completely fill cylinder(s), close the fill valve, close Bank #1, open the Bank #2, verify regulator and proceed.
 - 5.19.7.14. After the cylinders are full, close the fill valve and close any open Bank.
 - 5.19.7.15. Open the door to the cylinders.
 - 5.19.7.16. Close the cylinder fill valve and the fill lines.
 - 5.19.7.17. Open the relief valve and disconnect the cylinder(s).
 - 5.19.7.18. Repeat operation for additional cylinders.
 - 5.19.7.19. When finished, be sure all Banks are closed and drain the pressure from the fill line and regulator by opening the fill line valve(s) and the fill valve.
 - 5.19.7.20. Relieve pressure on the regulator by turning to 0.
- 5.19.8. Filling the cascade system banks
- 5.19.8.1. Be sure all valves on the cascade system are closed.
 - 5.19.8.2. Open the valves marked To Bank #1, #2, and #3. This will cause all the banks to equalize.
 - 5.19.8.3. Make sure that the wall switch is in the ON position.
 - 5.19.8.4. Make sure that the fresh air vent switch is ON.
 - 5.19.8.5. Press the white power on button on the compressor to begin filling the system.
 - 5.19.8.6. When complete, the compressor will automatically shut off and the green light indicating high air will illuminate.
 - 5.19.8.7. Depress the white power on button to turn off compressor.
 - 5.19.8.8. Close all To Bank valves.

5.19.8.9. Log compressor hours on log sheet.

5.20. INCIDENT REPORTING

The senior officer or member on the scene of the incident shall be responsible for completing the incident paperwork.

5.20.1. Incident reporting is accomplished with FIREHOUSE Software for NFIRS reporting.

5.20.2. Incident reporting must be completed for each and every incident.

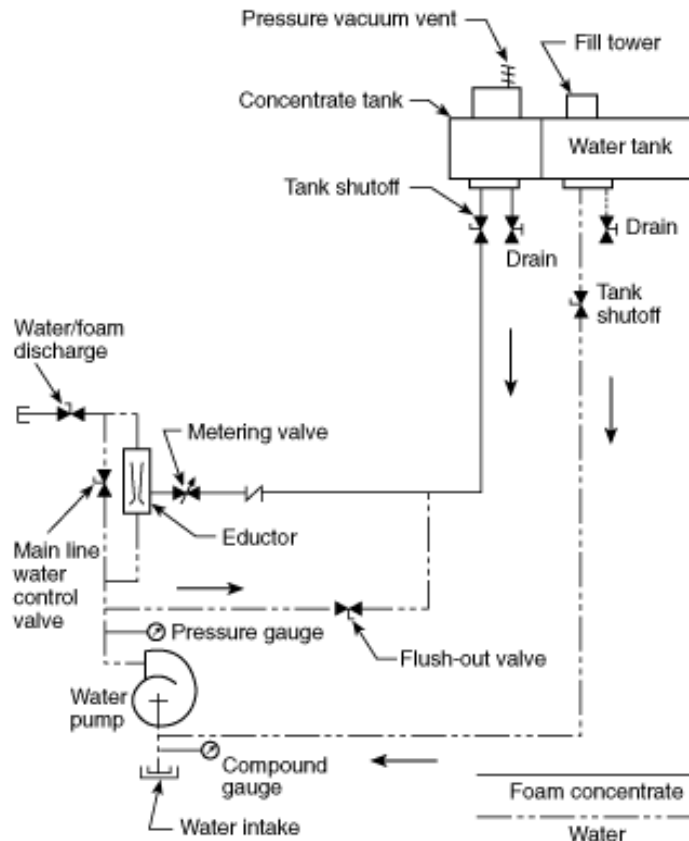
5.20.3. FIREHOUSE Software limits entering to those individuals that have been trained and given access.

5.21. ENGINE 123 FOAM SYSTEM

5.21.1. This guideline shall establish the procedures used to operate Engine 1-23's (1992 Pierce Lance) Foam System.

5.21.2. Engine 1-23 is equipped with an Akron around-the-pump 95 GPM foam eductor system. This system is supplied from a 35 gallon foam tank. This foam tank is filled with Alcohol Resistant Aqueous Film Forming Foam (AFFF). The system supplies the number five preconnected crosslay discharge with a metered percentage of foam concentrate and water at the selected percentage. This hose line is not capable of suppressing large flammable liquid fires, but can contain small spill fires, vehicle fires, and suppress vapors at unignited spills.

5.21.3. Here is a diagram of a variable flow bypass eductor, the type that is used on E1-23.



5.21.4. First place the fire pump in operation. Place the transmission in neutral, and engage the parking brake. Shift the transfer switch from road to pump, then shift the transmission into drive. The green indicator light should come on. Exit the cab and chock the apparatus wheels. Open the Tank to pump valve to supply water to the pump.

5.21.5. Next verify that the fire fighter has pulled the proper preconnect for foam operation.

5.21.6. To start foam:

- 5.21.6.1. Select the foam percentage (1, 2, 3, or 6%)
- 5.21.6.2. Use 3% for hydrocarbon based fuel (petroleum)
- 5.21.6.3. Use 6% for polar solvent based fuel (alcohol)
- 5.21.6.4. Pull the Water handle
- 5.21.6.5. Pull the Eductor handle
- 5.21.6.6. Pull the Foam handle
- 5.21.6.7. Advance the throttle until the Master Pressure Gauge indicates 200 psi
- 5.21.6.8. Open the number 5 Crosslay

5.21.7. To stop foam:

- 5.21.7.1. Push in the foam handle
- 5.21.7.2. Reduce the pump to 100 PSI
- 5.21.7.3. Pull the Flush handle
- 5.21.7.4. Rotate the percentage selector knob
- 5.21.7.5. Operate pump for five minutes
- 5.21.7.6. Push in the Eductor handle
- 5.21.7.7. Push in the Water Handle
- 5.21.7.8. Return selector knob to 3% setting
- 5.21.7.9. Flush the preconnected hose and discharge

5.21.8. Upon return to station refill foam tank using foam from the cans stored in the cabinet by the Engineer's maintenance room. If there is already a can open use that can first.

5.21.9. Thoroughly wash any spilled foam concentrate off of the apparatus.

5.22. ESTABLISHING A FILL SITE FOR TANKER OPERATIONS

- 5.22.1. This standard operating guideline provides guidance for the establishment of fill sites for rural water supply movement (tanker shuttle) operations. Operations described herein require a minimum of one person to perform, however a crew of four is ideal.
- 5.22.2. The engine company assigned to establish a tanker fill site should choose a water supply point that is not only close to the fire scene, but that is also easily accessible by tanker apparatus.
- 5.22.3. The engine company will establish a water supply to the pump, whether from positive (hydrant) or Static (drafting) source.
- 5.22.4. Connect a length of five inch hose to the LDH pump discharge. Connect the five inch manifold to the end of the five inch hose.
- 5.22.5. Connect 100' sections of three inch hose to each of the four 2 ½ inch discharges on the five inch manifold. These lines should be laid out in pairs, so that two tankers can be positioned to fill simultaneously. To ensure safety, limit the chance for damage to equipment, limit injury to personnel, and to ensure maximum fill rates, only one tanker is to be filled at a time.
- 5.22.6. Personnel at the fill site should be deployed as follows: 1 pump operator, 1 person on the five inch manifold, 2 persons for tanker connection/disconnection.

- 5.22.7. Prior to charging the fill lines, the connector shall verify with the tanker operator if any air vents need to be opened first.
- 5.22.8. Fill lines should be charged to approximately 80 psi or other pressure as requested by the tanker operators.
- 5.22.9. During night time incidents, take precautions so that scene lights do not shine into the eyes of tanker operators, or oncoming traffic.

5.23. USE OF AIR MONITORING EQUIPMENT (FUTURE)

5.24. THERMAL IMAGING CAMERA

5.24.1. PURPOSE

- 5.24.1.1. The purpose of this procedure is to identify the strategic and tactical approach for the deployment of thermal imaging cameras (also referred to as TIC's).

5.24.2. DEPLOYMENT

- 5.24.2.1. The early and rapid deployment of the Thermal Imaging Camera (TIC), while operating in an Offensive Strategy, may enhance the visibility in a visibly diminished atmosphere, thus increasing fire fighter safety and survival, as well as improving the survival potential of our customers.
- 5.24.2.2. The TIC can also be deployed while operating in a Defensive Strategy. It can provide the Incident Commander or Company Officer with valuable information during size-up. Early identification of structural compromise, fire location in the structure, e.g. attic, and identification of severely threatened exposures would provide valuable information when determining the strategy. This information would also aid in identifying key tactical positions/needs. By deploying a TIC to the exposures, information could be obtained as to the extent of impingement to the exposed structure, early identification of avenues of fire spread and possibly any hot spots, which could cause extension.
- 5.24.2.3. It shall be the responsibility of the Company Officer/Command to rapidly deploy the TIC in a visibly diminished atmosphere or in an atmosphere that may suddenly become visibly diminished.

5.24.3. PRIMARY APPLICATION

- 5.24.3.1. The primary use of the TIC for the fire department is for conducting search/rescue and crew accountability tasks. The use of a TIC can prove to be a useful tool during search and rescue tasks by reducing the amount of time it may take using standard search techniques. This will lead to a more effective and organized search, while quickly identifying the fire. By locating the fire quickly, we will better be able to determine our tactical priorities and rescue priorities (do we remove the victims from the fire or remove the fire from the victims).

5.24.3.2. The TIC will enhance the ability to maintain crew accountability by increasing the vision capabilities of the operator/Company Officer. This will ultimately lead to enhanced fire fighter safety while working in a hostile environment. This does not replace the accountability tasks required of the company officer and each individual operating on the fireground. We must stay together in complex situations and/or structures in order to enhance our survival.

5.24.3.3. While the TIC may enhance the operation of the crews on the fireground, it is imperative to realize, that with any tool, there are limitations. TIC deployment into the operation should not propagate a sense of security. Crews and TIC operators must be aware that the TIC may malfunction and sole reliance on the camera is not prudent fire fighting. Additionally, it should not replace or violate the core of our experience, training, safety procedures, or standard fire fighting practices/principles. As always, safety must be the top priority.

5.25. SERVICE TESTING FIRE HOSE

5.25.1. This guideline establishes the procedures for the annual testing of all fire hose owned and used by the UAFD.

5.25.2. All fire hose used by the UAFD (with the exception of the booster reel on the Tanker) shall be service tested annually in accordance with NFPA 1962.

5.25.3. All personnel assigned to test fire hose will be trained in proper hose testing procedures. Accurate records of all tests shall be maintained.

5.25.4. Testing of 1 ¾ inch and 3 inch hose may be accomplished in lengths up to 300 feet.

5.25.5. Testing of 5 inch hose may be accomplished in lengths up to 800 feet.

5.25.6. Hose manufactured prior to 1987 should be factory-stenciled with the words "Tested to ____ PSI". It is crucial that persons testing hose compare that stenciled information with the information found in Table 5-1.1 of NFPA 1962-1993 which provides the corresponding test pressures for hose manufactured prior to that date. Pertinent information from that table which pertains to the hose used by the UAFD is found below:

5.25.6.1. Hose Test Pressures for Hose manufactured Prior to July 1987

5.25.6.1.1. Test all 1 ½" through 3 ½" double jacketed hose at 250 psi

5.25.6.1.2. Test all 5" hose at 200 psi

5.25.6.1.3. Test all 6" Soft Sleeve at 150 psi

5.25.7. Hose manufactured after July 1987 should be factory-stenciled with the words "Service Test to ____ PSI per NFPA 1962". Hose manufactured after this date should be tested only to "Service Test" pressure stenciled on the hose. This hose may also be stenciled with the statement "Tested to ____ PSI" in addition to the "Service Test" statement above. It is critical that persons testing hose ensure that the hose is tested to the "Service Test" pressure only. If there is no stenciled statement on the hose, assume that it was

manufactured prior to July 1987, and test it to the corresponding pressure found in section 5-28.6 above.

5.25.8. The basic hose test procedure shall be :

- 5.25.8.1. Lay out the hose in the lengths up to 300 feet (800 feet for 5 inch). While laying out hose, visually inspect hose. If there are tears or rips through both jackets of the hose, remove it from the test layout, and tag as Out Of Service (OOS).
- 5.25.8.2. Record the hose section number as found stamped on the coupling.
- 5.25.8.3. Connect the hose to a discharge on the pump panel of the engine.
- 5.25.8.4. Attach nozzle to the far end of hose.
- 5.25.8.5. With nozzle closed, pressurize hose to 45 psi. Check the entire length for loose couplings and leaks, and tighten with spanners.
- 5.25.8.6. Bleed all air from the hose by picking up the nozzle so that it is the highest point in the layout, and flow until only water is discharged.
- 5.25.8.7. Close the nozzle slowly.
- 5.25.8.8. With a marker pen, mark the hose at the couplings. If there are marks from previous tests still visible against the coupling, that mark may be used again.
- 5.25.8.9. Have all personnel stand clear of the hose and pressure source by 15 feet.
- 5.25.8.10. One person shall slowly pressurize the test layout to the desired service test pressure.
- 5.25.8.11. Hold the test pressure for 5 minutes. While hose is pressurized, one person will walk the layout looking for obvious leaks. This should be done from at least 15 feet away.
- 5.25.8.12. If there is an obvious problem with a section of hose, or there is a burst hose, the test will be terminated and that section removed from the layout.
- 5.25.8.13. After 5 minutes at the service test pressure, the test shall be terminated.
- 5.25.8.14. Slowly bleed the pressure from the layout.
- 5.25.8.15. Check the marks at the couplings for any movement. If the coupling has slipped, that section will fail the test.
- 5.25.8.16. Record all results.

5.25.9. Any hose sections that fail the test shall be tagged as such and place under the hose storage rack. When all hose testing for the year is completed, a report will be forwarded to the Fire Chief.

5.25.10. Personnel involved with the hose testing operations will wear at least eye, head, hand and foot protection while the tests are conducted.

5.26. UAFD STANDARD PRECONNECTED HOSE COLOR CODE

5.26.1. The UAFD utilizes a standard color code system to identify preconnected handlines on the fire ground. This color code system predates the NFPA standard, and does not conform to the standard for continuity and ease of access to the appropriate color coding tape.

5.26.2. All fire apparatus in the UAFD uses the same color code system. In other words, the driver’s side 150 foot 1 ¾ inch preconnect is the “Red” Line on every apparatus in the department. This system carries through all of the color coded lines. The only exception is the color Orange. Orange is the special use color. The function of the Orange discharge is unique on each piece of apparatus.

5.26.2.1. Orange Line Function

5.26.2.1.1. Engine 123 Foam Line

5.26.2.1.2. Engine 223 B Line (smooth bore preconnect)

5.26.2.1.3. Tanker 23 Dump Valve Jet Assist

5.26.2.1.4. Truck 23 Aerial Waterway

	ENGINE 1-23	ENGINE 2-23	TRUCK 23	TANKER 23
RED	150' 1 3/4 " left crosslay	150' 1 3/4 " left crosslay		150' 1 3/4 " left crosslay
YELLOW	150' 1 3/4" right crosslay	150' 1 3/4" right crosslay		150' 1 3/4" right crosslay
GREEN	200' 1 3/4" left crosslay	200' 1 3/4" left crosslay	200' 1 3/4" left crosslay	
BLUE	200' 1 3/4" right crosslay	200' 1 3/4" right crosslay	200' 1 3/4" right crosslay	
BROWN		200' 3" left crosslay		
WHITE		200' 3" right crosslay		
GREY	200' 3" left rear preconnect (leader-line)	200' 3" left rear preconnect (leader-line)		
ORANGE	200' 1 3/4" left crosslay (foam line)	200' 1 3/4" X 100' 3" rear preconnect (B-line)	aerial waterway controls	dump valve jet-assist control levers
PURPLE	200' 3" right rear preconnect (leader-line)	200' 3" right rear preconnect (leader-line)		
LIME	100' 1 3/4" front basket (trashline)	100' 1 3/4" front basket (trashline)		

5.27. STEREO SYSTEM USE IN APPARATUS

5.27.1. This procedure is a general set of guidelines for the proper use of the entertainment stereo systems within department owned or operated apparatus.

5.27.2. The following procedures are to be followed in all department owned or operated apparatus:

5.27.2.1. The use of the entertainment stereo system is prohibited while the apparatus is responding emergency to an incident.

5.27.2.2. The usage of the stereo system at all other times shall be done so with the discretion and sensitivity to your surroundings.

5.27.2.3. The volume of the stereo system shall not be raised to a point at which the fire communications radio is not clearly heard.

5.27.2.4. The stereo shall be 'muted' at all times when the officer is transmitting or receiving a message over the fire radio.

5.27.2.5. The volume of the stereo shall be at a level so it is not disruptive to individuals outside the apparatus.

5.27.2.6. No recordings shall be played on the stereo systems which may be considered offensive to other personnel.

5.27.2.7. The driver has the discretion to eliminate the playing of the stereo system at any time he/she does not feel comfortable driving with the stereo in play.

5.28. WATER HAULING

5.28.1. This procedure is a general set of guidelines for bulk water hauling, using UAFD apparatus.

5.28.2. The UAFD no longer provides the service of bulk water hauling for the purpose of filling swimming pools. Residents should be advised to contact their swimming pool company for guidance, or to look in the Yellow Pages under the heading "Water – Bottled & Bulk".

5.28.3. The UAFD will still haul bulk water in emergency situations (i.e. drought) to refill farm cisterns, etc.

5.29. TURNPIKE OPERATIONS

5.29.1. The UAFD provides fire and rescue service on the Turnpike, under contract to the Pennsylvania Turnpike Commission.

- 5.29.2. Engine 123 and Tanker 23 are equipped with Turnpike radios. The riding officers shall utilize the Turnpike radios, whenever responding onto Turnpike property.
- 5.29.3. Responding apparatus shall notify PA Turnpike Highspire Base, whenever they go responding, are approaching the interchange to enter or exit, arriving on the scene, and leaving the scene.
- 5.29.4. Apparatus responding emergency onto the turnpike shall quiet their audible warning devices and enter/exit utilizing the EZ-Pass lane(s), unless directed to do otherwise by a toll booth attendant.
- 5.29.5. Emergency turn-around crossovers shall only be used during emergency response to access the scene of an incident. During non-emergency response, and while returning from an incident, the apparatus will proceed to the next interchange to turn around.
- 5.29.6. Apparatus should not stop in the opposite lane of travel from an incident, unless they are the first piece of emergency equipment to reach the scene. Personnel crossing the center median on a limited access, divided highway are in extreme danger from on coming traffic and should exercise caution. As soon as it is safe to do so, the apparatus should be repositioned to the correct side of the highway.
- 5.29.7. The Pennsylvania State Police Trooper is the IC on all turnpike incidents. We are a support agency.
- 5.29.8. After an incident on the Turnpike, the OIC must inquire from the Trooper on the scene or from Highspire Base, the Turnpike Incident Number, and the Badge Number of the investigating Trooper.
- 5.29.9. Only UAFD apparatus and Chief Officers may respond direct to the scene of a Turnpike incident.

5.30. CUSTODY OF THE INCIDENT SCENE

- 5.30.1. Once the first fire department unit arrives at the scene of an incident, they have custody of that scene until they depart. This fact is extremely important with regards to evidence at the scene of an investigation. Once the fire and police departments leave the scene of an incident, they must gain the owner's permission to re-enter the scene.
- 5.30.2. If the incident is a suspected crime scene (i.e. arson, suspicious fire, fatality, etc), the Fire Department in coordination with the Police Department and the Special Fire Police, must maintain a presence at the scene until the arrival of the investigating authority (i.e. Coroner, State Police Fire Marshal, etc).
- 5.30.3. If the evidentiary chain of custody is broken prior to the collection of the evidence, the evidence may be considered inadmissible by the court.

5.31. LINE OF DUTY DEATH (LODD)

- 5.31.1. Refer to appendix 13.3 for this guideline.

5.32. FUNERAL (MEMBER OR FRIEND OF THE DEPARTMENT)

5.32.1. This section will provide for the appropriate representation of the UAFD at funerals other than Line of Duty Deaths, which occur within the UAFD.

5.32.2. If the family of a member requests, the UAFD will escort the funeral procession with fire apparatus. A uniformed presence may also be present at the memorial/viewing, funeral service and burial.

5.32.3. It may also be appropriate for UAFD representation at the funeral of Friends of the Department (i.e. neighboring department's members, local government officials, etc). A uniformed presence and apparatus may attend if the family requests or permits.

5.32.4. The Uniform of the Day for funerals shall be Class A, plus a black mourning band across the badge. If requested, the attending apparatus may be draped in black.

5.33. USE OF DEPARTMENT OWNED COMMAND/CHIEF VEHICLES

5.33.1. The following SOG applies to the use of all Department owned Command/Chief Vehicles. No officer or member of the Department will purposefully misuse or authorize the misuse of any Department owned vehicle. Such actions may result in a letter of warning from the Fire Chief, or disciplinary action by the appropriate Board of Officers.

5.33.2. The following are guidelines for the use of company owned vehicles, particularly Command/Chief vehicles:

5.33.2.1. All persons operating a Department owned vehicle must possess and be able to present a valid drivers license.

5.33.2.2. Department owned vehicles must be operated according to all applicable motor vehicle laws, both emergency and non-emergency.

5.33.2.3. All fines associated with the operation of a Department owned vehicle will be the responsibility of the operator at the time of the violation, including, but not limited to parking, towing, speeding, etc.

5.33.2.4. All occupants of the vehicle must use seatbelts at all times. Children should be restrained in a proper safety device if necessary.

5.33.2.5. The use of tobacco products is prohibited at any time inside the vehicle.

5.33.2.6. Objects are not to be thrown from the vehicle at any time.

5.33.2.7. No gestures or other negative comments are to be made from the vehicle.

5.33.2.8. The use of handheld wireless phones should be limited while the vehicle is in motion.

5.33.2.9. All accidents involving a Department owned vehicle must be reported.

- 5.33.2.10. "EZ-Pass" lanes on the PA Turnpike shall only be used while on a dispatched emergency incident.
- 5.33.2.11. Department owned vehicles should not be operated outside of a reasonable response distance, unless for official business.
- 5.33.2.12. Department owned vehicles shall not be parked outside of any establishment that serves alcoholic beverages.
- 5.33.2.13. Care should be taken to park or store the vehicle so as to reasonably protect it from theft or damage.
- 5.33.2.14. Department owned vehicles shall be maintained with at least a half tank of fuel.
- 5.33.2.15. Any maintenance concerns shall be reported to the Engineering staff as soon as possible.
- 5.33.2.16. The vehicle shall be kept in a clean condition, routinely washed, waxed, and vacuumed.
- 5.33.2.17. Use of the Duty Officer vehicle shall be approved by a Chief Officer, Line Officer, President, Vice President, or Trustee prior to use.
- 5.33.2.18. Upon completion of need for use of the Duty Officer vehicle, it shall be returned to the Station in a clean manner (see #13 and #15) as soon as possible.
- 5.33.2.19. All fines, parking tickets, citations and warnings received while operating a department owned vehicle must be reported to the Fire Chief as soon as possible.
- 5.34. APPARATUS RIDER ASSIGNMENTS
- 5.34.1. This guideline describes the use of apparatus rider assignments by the UAFD.
- 5.34.2. The UAFD has established the policy of assigning seat position rider assignments on its primary fire apparatus. Each safety belted seat location is assigned a number and a position title. Each numbered seat position is provided with an assignment, or job description, of the initial basic duties that each member of the crew is expected to perform upon their arrival at the scene of the incident.
- 5.34.3. Each riding position on the apparatus is provided with an intercom headset. Hanging from the headset bracket is a laminated card, providing the seat number, position title, and a brief job description.
- 5.34.4. It is the intent of this SOG that for the average incident, even if there is no command officer on scene, and no line officer riding the apparatus, that utilizing the Rider Assignment SOGs and following the SOGs for Incidents (SOM Section 7), the department should be able to respond and deploy without undue radio traffic or guidance.
- 5.34.5. It is recommended that when the member leaves their Pass Tag on the apparatus, that they clip their Pass Tag to the Rider Assignment Card ring. In the event of a call for PAR

during the early stages of an incident, this will provide the OIC or Accountability Officer an indication of your initial area of operation and assignment.

- 5.34.6. For apparatus capable of multiple functions (i.e. Engine 123 – Rescue/Pumper, or Truck 23 – Ladder Tower/Quint), each Rider Position has dual assignments, depending of the nature of the incident. On a fire call E-1 follows the Engine Rider Assignment, for auto accidents; E-1 follows the Rescue Rider Assignment. When Truck 23 arrives after, or simultaneously with an engine company, they would follow the Truck Rider Assignment. If they arrive alone, well ahead of the engine company, they would follow the Quint Rider Assignment.
- 5.34.7. The Rider Assignment Positions are assigned their number in order of importance. Seats should be filled in their numerical order. This will ensure that in the event of light manning, the most important job functions are addressed first.
- 5.34.8. All personnel should dismount the apparatus in full TOG, wearing SCBA, with a portable radio, flashlight, and hand tool. (If you're not going to dress for the game, then stay in the locker room!)
- 5.34.9. Space permitting, Junior Firefighters, Probationary Firefighters and Observers may ride the apparatus. These restricted members should sit in the highest number seat. This position will be considered as vacant. The restricted member shall remain with the apparatus and assist the chauffeur with his duties.
- 5.34.10. Upon returning to quarters after the incident, each member is responsible for returning his or her riding position to service. Each member should sign-in the Watch Room attendance book using their UAFD Personnel Number to indicate the apparatus and seat position they occupied.
- 5.34.11. An Officer may alter these rider assignments if conditions or a change in tactics warrant.
- 5.34.12. Tanker 23 and support vehicles (Utility 23, Station Explorer, etc.) do not have assigned riding assignments and are not included in this policy. Crews riding these pieces of apparatus should report to the Manpower Sector or Incident Commander for an assignment.

5.35. RIDER ASSIGNMENTS (ENGINE)

- 5.35.1. This guideline describes the Engine Company rider assignments used by the UAFD.
- 5.35.2. The UAFD has established the policy of assigning seat position rider assignments on its primary fire apparatus. Each safety belted seat location is assigned a number and a position title. Each numbered seat position is provided with an assignment, or job description, of the initial basic duties that each member of the crew is expected to perform upon their arrival at the scene of the incident.
- 5.35.3. The following illustration depicts the seating assignment numbers for the Engines.

E223

1	2
3	4
5	6

E123

1			2
3	7	8	4
5			6

5.35.4. The following position descriptions and assignments are provided.

	Position	Tool	Assignment
E1	CHAUFFEUR		Drive/Pump/Lighting
E2	OFFICER	TIC	Lay Line/Size-up
E3	KNOB 1	Hose Line	Primary Hose Line
E4	IRONS	Axe & Haligan	Forcible Entry/Back-up Knob
E5	KNOB 2	Hose Line	Secondary Hose Line
E6	BACK-UP	Pike Pole	Back-up Knob 2
E7	LADDER	Ladders	Ladder Building/Outside Vent
E8	SUPPORT	As Required	Assist Chauffer

5.35.5. Obviously the Wagon (Engine 2-23) only has six seating positions. Other apparatus will fill the assignments for seat numbers 7 and 8.

5.36. RIDER ASSIGNMENTS (RESCUE)

5.36.1. This guideline describes the Engine Company rider assignments used by the UAFD when Engine 123 is responding on rescue calls as a Squad.

5.36.2. The UAFD has established the policy of assigning seat position rider assignments on its primary fire apparatus. Each safety belted seat location is assigned a number and a position title. Each numbered seat position is provided with an assignment, or job description, of the initial basic duties that each member of the crew is expected to perform upon their arrival at the scene of the incident.

5.36.3. The following illustration depicts the seating assignment numbers for the Rescue Pumper (Engine 1-23).

E123 (Rescue)

1			2
3	7	8	4
5			6

5.36.4. The following position descriptions and assignments are provided.

	Position	Tool	Assignment
R1	CHAUFFEUR		Drive/Pump/Lighting
R2	OFFICER		Size-up/Action Plan
R3	CRIBBING	Cribbing	Stabilization
R4	TOOL 1	Combi/Hand tools	Primary Rescue Tool
R5	TOOL 2	Spreader/Cutter	Secondary Rescue Tool
R6	KNOB	Hose Line, SCBA	Fire control
R7	EMS	Med Bag/Board	Patient Advocate
R8	SUPPORT	As Required	Tool Staging/Assist Chauffer

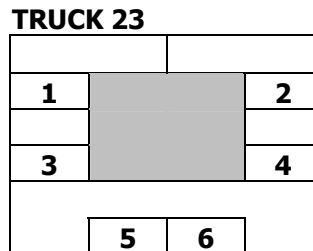
5.36.5. In the event of reduced manning, the Chauffeur will pick up Tool Staging, the EMS function will be shed to BLS, the Officer will become the Secondary Rescue Tool, and Cribbing will pick up the handline.

5.37. RIDER ASSIGNMENTS (TRUCK)

5.37.1. This guideline describes the Truck Company rider assignments used by the UAFD. In the event that Truck 23 arrives simultaneously with, or after the engine company, the following assignments will be used.

5.37.2. The UAFD has established the policy of assigning seat position rider assignments on its primary fire apparatus. Each safety belted seat location is assigned a number and a position title. Each numbered seat position is provided with an assignment, or job description, of the initial basic duties that each member of the crew is expected to perform upon their arrival at the scene of the incident.

5.37.3. The following illustration depicts the seating assignment numbers for Truck 23 when functioning as a Ladder Tower.



5.37.4. The following position descriptions and assignments are provided.

	Position	Tool	Assignment
T1	CHAUFFEUR		Drive/Aerial/Lighting/Pump
T2	OFFICER	TIC/Tool	Size-Up/Ladder Placement
T3	OSV	6 ft Hook	Ladder bldg, & ventilate

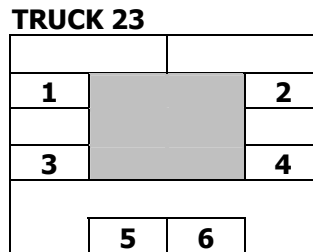
T4	ROOF	Saw & Axe	Ladder bldg, & ventilate
T5	CAN MAN	PW & Hook	Search & Rescue, extension
T6	IRONS	Axe & Haligan	Forcible Entry, S & R

5.38. RIDER ASSIGNMENTS (QUINT)

5.38.1. This guideline describes the Quint rider assignments used by the UAFD. In the event that Truck 23 arrives well ahead of the engine company, the following assignments will be used.

5.38.2. The UAFD has established the policy of assigning seat position rider assignments on its primary fire apparatus. Each safety belted seat location is assigned a number and a position title. Each numbered seat position is provided with an assignment, or job description, of the initial basic duties that each member of the crew is expected to perform upon their arrival at the scene of the incident.

5.38.3. The following illustration depicts the seating assignment numbers for Truck 23 when functioning as a Quint.



5.38.4. The following position descriptions and assignments are provided.

	Position	Tool	Assignment
Q1	CHAUFFEUR		Drive/Pump/Aerial/Lighting
Q2	OFFICER	TIC/Tool	Size-Up & Supervise crew
Q3	KNOB	Hose Line	Primary Hose Line
Q4	IRONS	Axe & Haligan	Forcible Entry/Back-up Knob
Q5	OSV	6 ft Hook	Ladder bldg & Ventilate
Q6	ROOF	Saw & Axe	Ladder bldg & Ventilate

5.38.5. In the event of reduced manning, the Chauffeur and Irons will have to ladder and vent.

5.39. USE OF DEPARTMENT SUZUKI QUAD-RUNNER ATV

5.39.1. The UAFD Suzuki Quad-Runner all-terrain vehicle is considered a piece of the department's fire apparatus. It is to be used for official emergency response, public service, and public relations events only.

5.39.2. Periodic maintenance requires that it be run and operated. This maintenance operation will be performed by, or under the direct supervision of, an Officer of the Suzuki Training

Committee. The quad-runner will not be operated in the front or side yards of the fire station. It will not be operated along English Drive in front of the township garage or township building. It will not be operated on the embankments surrounding the rear parking lot. Its operation will be restricted to driveways, parking lots, and the rear lot above the salt shed to the rear of our station. It will not be operated at high speed, or in a manner so that it cuts or tears up the sod. High speed and sudden acceleration are not required for maintenance purposes.

5.39.3. Whenever the ATV is operated, it is to be done under the direct supervision or authority of the ranking OIC on station, or at the scene. The authorizing official will be held responsible for the conduct of the operator. The Suzuki Training Committee shall qualify all operators.

5.39.4. Whenever the ATV is in use, at the station or in public, it should be operated in a safe and professional manner. It should be operated at a safe speed and all wheels should remain on the ground. At no time should the public get the impression that it is being operated recklessly, recreationally or for personal enjoyment.

5.40. USE OF ENGLISH DRIVE BY FIRE APPARATUS

5.40.1. The purpose of this guideline is to provide revised guidance on the use of English Drive by Department Fire Apparatus.

5.40.2. Apparatus shall turn left when leaving the station, and utilize Gettysburg Pike for access to the majority of our response area. The exception to this rule would be when the incident is actually located behind the fire station (English Village, Arlington Hills and Graham Hill Developments). In this event, Driver Operators of Engine 2-23 shall utilize caution when executing the backward right hand turn when exiting the front apron.

5.40.3. Apparatus returning to station shall utilize the Gettysburg Pike the majority of the time, again unless the incident was located behind the fire station. Driver Operators of Engine 2-23 and Truck 23 shall have the option of utilizing English Drive via Gray Drive, to approach the station from above, in order to gain the advantage of the better sight lines and backing angle into their assigned bays.

5.40.4. This procedure is an attempt to make us good neighbors to the developments behind the fire station, and reduce the amount of large vehicle traffic through their neighborhood at all hours of the day and night. Driver Operators shall travel at a slow rate of speed, and account for the down hill grade, trying to reduce loud activations of the Jacob's Engine Brakes. Driver Operators should also be aware of children at play and vehicles backing out of driveways (as they should when traveling through any neighborhood).

5.40.5. Driver Trainees will still be required to demonstrate that they have the proficiency to back all apparatus into their assigned bay space when approaching from Gettysburg Pike.

5.40.6. This procedure does not prevent access to, or the use of the fire hydrant located at the intersection of English Drive and Dartmouth Court for the refilling of booster tanks.

5.41. FIREHOUSE PRANKS

- 5.41.1. The fire service has a rich tradition of practical jokes and the purpose of this guideline is to establish the ground rules for such fun.
- 5.41.2. The Fire Apparatus, Self Contained Breathing Apparatus (SCBA) and Turn Out Gear (TOG) are off limits when it comes to practical jokes and booby traps.
- 5.41.3. Fire Apparatus shall be parked in their assigned bay, in neutral or park, with the parking brake engaged; the batteries and ignitions turned off. All warning lights and siren switches shall be in the off position. Apparatus shall not be "loaded", so as to engage lights, sirens or PA speakers when started.
- 5.41.4. SCBA straps are to remain in the fully extended position.
- 5.41.5. Department owned and personal TOG should also be considered sacred territory. The removal of sleeve liners, crossing of suspenders, placing foreign debris in boots, etc. should not occur. Nor should TOG or its components be hidden or relocated so the owner cannot locate them in a timely manner.
- 5.41.6. Bottom line – anything that could slow the response of the department or could endanger an individual member is across the line.

6. INCIDENT COMMAND SYSTEM (GENERAL)

6.1. INCIDENT COMMAND SYSTEM (GENERAL)

- 6.1.1. This Incident Command System (ICS) is intended to meet the requirements of NFPA 1561, Standard on Fire Department Incident Command Systems and NFPA 1500, standard on Fire Department Occupational Safety and Health Program, and OSHA 29 CFR 1910.120 (q)(3).
- 6.1.2. The basis of this ICS shall be utilized at every incident, regardless of size or complexity. While every incident will not require a full command staff, every incident requires a commander who follows a system of management.
- 6.1.3. It is recognized that certain large scale incidents shall involve many different agencies. It shall be the responsibility of the Incident Commander (IC) to meet with other agencies that will be involved with incidents and coordinate elements of the ICS. Whenever incidents involve other agencies, it shall be the responsibility of the IC to assign liaisons to coordinate activities between agencies.
- 6.1.4. The training program shall address the ICS on an annual basis at least, and whenever problems with the ICS are evident. Company Officer, or any one who may be required to serve in a supervisory role on the fire ground, should attend the National Fire Academy (NFA) Incident Command System course. The training officer will post announcements when such courses are offered in the area.
- 6.1.5. The ICS shall consist of a series of supervisory levels. For example there is an overall Incident Commander, a command staff, and an operations level at most major incidents.
- 6.1.6. The ICS is modular in that it can be structured to match the complexity of the incident. The IC shall determine the size of the command structure at each particular incident.
- 6.1.7. The span of control shall be between 3 and 7 (companies or personnel). Generally, when a supervisor is in direct command of less than three persons or companies, command can be passed to a higher authority. Likewise, when a supervisor is in direct command of more than seven persons or companies, some responsibility should be delegated.

6.2. INCIDENT COMMANDER (IC)

- 6.2.1. The first arriving member of the UAFD shall assume command of the incident. As higher ranking members and officers arrive, command of the incident shall be transferred to the highest ranking member of Company 23. If no Company 23 officer is present at the scene, the highest ranking member of Company 23 (based on the combination of past command experience, and level of training and certification) may choose to transfer command to an officer from a mutual aid fire department. If this occurs, then the ranking company 23 member shall offer to remain at the command post as a member of the command staff.
- 6.2.2. This assumption of command shall occur at every incident.
- 6.2.3. The duties and responsibilities of the IC are:

- 6.2.3.1. Overall responsibility for coordination/direction of activities.
 - 6.2.3.2. Overall responsibility for the safety and health of everyone on the fire ground.
 - 6.2.3.3. Establish command structure that meets the needs of the incident and expand command structure as needed.
 - 6.2.3.4. Summon and assign adequate resources.
 - 6.2.3.5. Evaluate progress and change strategy as needed.
 - 6.2.3.6. Make assignments and provide direction.
 - 6.2.3.7. Assign supervisory duties to create an organization and delegate authority with assignments.
 - 6.2.3.8. Use standard terminology and pre-defined job descriptions.
 - 6.2.3.9. Determine the overall strategy and communicate it to all supervisors.
- 6.2.4. The IC shall, at all incidents, implement risk management practices based on the following principles:
- 6.2.4.1. Risk a lot to save a lot: Activity that presents a significant risk to the safety of personnel shall be limited to situations where there is the potential to save a life.
 - 6.2.4.2. Risk a little to save a little: Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of personnel, and actions shall be taken to reduce or avoid these risks.
 - 6.2.4.3. Risk nothing to save nothing: No risk to safety of personnel shall be acceptable where there is no possibility to save lives or property.

6.3. COMMAND STAFF

- 6.3.1. When required, a command staff shall be formed to assist the Incident Commander (IC). Following are examples of positions found on the command staff and a description of their duties.
- 6.3.2. Public information Officer (PIO)
 - 6.3.2.1. Receive informational releases from the IC
 - 6.3.2.2. Disseminate information to the press and public
- 6.3.3. Liaisons
 - 6.3.3.1. Coordinate activities with other agencies (other mutual aid service organizations, i.e. Law Enforcement, EMS, Utilities, etc)

- 6.3.3.2. Communicate pertinent information back to the IC
- 6.3.4. Command Post Operator(s)
 - 6.3.4.1. Work the radio for the IC
 - 6.3.4.2. Record all pertinent transmissions/actions
 - 6.3.4.3. Fulfill most clerical-type functions required by IC
 - 6.3.4.4. Relay and receive information, but do not make decisions
- 6.3.5. Incident Safety Officer (ISO)
 - 6.3.5.1. The ISO is a member of the command staff. The ISO (or appointee) shall be utilized at all incidents, and shall report directly to the IC. A full description of the duties and responsibilities of the ISO can be found in the section entitled, Incident Safety Officers.

6.4. PLANNING FUNCTION WITHIN THE ICS

- 6.4.1. The Planning function refers to the management of information on the incident scene.
- 6.4.2. Not all incidents will require the establishment of a declared Planning Sector. At most incidents, the IC or Sector Officers will handle this function.
- 6.4.3. The Planning Sector is responsible for the collection of data about the incident. This could include any information which may be helpful in successfully mitigating the incident. For example, the Planning Sector Officer might secure information about upcoming weather changes which may affect the incident. Another example would be gathering information from the technical advisors such as an industrial safety engineer about a particular manufacturing process that is involved in the incident.
- 6.4.4. The IC shall make use of available technical advisors.

6.5. LOGISTICS FUNCTIONS WITHIN THE ICS

- 6.5.1. The Logistics functions are those which provide equipment, services, material and other resources in support of the Incident Commander. Logistics personnel shall keep the IC informed through regular reports on the amount, condition and location of available resources.
- 6.5.2. An example of a position within the Logistics Sector is the Rehabilitation (Rehab) Officer.
- 6.5.3. The duties of the Rehab Officer include:
 - 6.5.3.1. Establish a rehabilitation area for fire fighters consisting of medical, nutritional, and rest areas.

6.5.3.2. Ensure that all fire fighters sent to the rehabilitation area are properly cycled through all necessary activities.

6.5.3.3. Arrange for medical transport for fire fighters who require more advanced medical treatment.

6.5.3.4. Inform the IC of any medical transports and/or any unusual medical problems encountered.

6.6. OPERATIONS FUNCTIONS

6.6.1. The operations Functions are those tactical components directly involved with fire suppression, rescue and other activities within the primary mission of the fire service.

6.6.2. Examples of Operational Functions and their duties include:

6.6.2.1. Water Supply Officer

6.6.2.1.1. Locate sources of water

6.6.2.1.2. Establish and maintain water supply for fire attack.

6.6.2.1.3. Coordinate water shuttle operations

6.6.2.2. Accounting / Manpower Staging Officer

6.6.2.2.1. Establish and coordinate manpower staging area

6.6.2.2.2. Track all fire fighters on the scene (See section entitled, "Personnel Accountability System")

6.6.2.2.3. Receive orders for assignments from IC and assemble work crews for the completion of assignments.

6.6.2.2.4. Ensure that fire fighters are cycled through rest/rehab station.

6.6.2.3. Sector Officers (See section entitled, "Sectoring a Building")

6.6.2.3.1. Work toward the accomplishment of tactical objectives as established by the IC.

6.6.2.3.2. Report progress/lack of progress at least every ten minutes or as needed.

6.6.2.3.3. Recommend changes in strategy or tactics to the IC as needed.

6.6.2.4. Apparatus Staging Officer

6.6.2.4.1. Establish an apparatus staging area in accordance with "Apparatus Staging" section of this document.

6.6.2.4.2. Receive orders for additional apparatus to the fire ground, and request that apparatus from Headquarters.

6.6.2.4.3. Dispatch apparatus from staging area to fire ground.

6.7. GENERAL RESPONSIBILITIES OF SUPERVISORY PERSONNEL

6.7.1. Supervisory personnel are responsible for the activity within their span of control and for the safety and health of all persons within their span of control.

6.7.2. Supervisors shall work toward the assigned objectives and make reports on progress/lack of progress at least every ten minutes, or as needed.

6.7.3. Supervisors shall communicate to the IC any necessary changes to strategy or tactics.

6.7.4. Supervisors shall have the authority and responsibility to take immediate actions to correct or eliminate safety and health hazards.

6.7.5. Supervisors shall receive directions from and provide progress reports to higher levels in the command structure.

6.7.6. Supervisors shall coordinate with equal level supervisors and provide direction to lower level personnel.

6.7.7. When receiving conflicting orders, supervisors shall inform the member passing the order that a conflict exists.

6.7.8. Supervisors shall discipline fire fighters only behind closed doors at the station after termination of the incident. No disciplinary action shall occur on the fire ground.

6.8. APPARATUS STAGING

6.8.1. Apparatus Staging consists of three levels: 1, 2 and 3.

6.8.2. Level 1: Level 1 staging calls for responding apparatus to stop approximately one block from the scene until an assignment is given. When a unit arrives at a suitable Level 1 staging location, the unit shall transmit its location and the apparatus officer shall report to the IC. (i.e. "Command 23, Engine 2-23 is staged at Mayfield and Gettysburg").

6.8.3. Level 2: Whenever a 2nd Alarm (or greater) is dispatched, a Level 2 staging area may be established by the IC. The Level 2 staging area shall be an area large enough to handle several units and close enough to the scene to allow for quick response. All units not needed immediately at the scene shall report to Level 2 staging. The IC shall assign a Apparatus Staging Officer (Staging). Units arriving at Level 2 staging area shall report their arrival to the Staging Officer only.

6.8.4. Level 3: Large scale incidents, such as natural disasters, may require the establishment of a Level 3 staging area. Generally, a Level 3 staging area will be at a fire station. Level 3 staging allows for rapid deployment of apparatus to many different incident locations. (Not to be confused with a single company transfer).

6.9. COMMAND POST OPERATIONS

6.9.1. A Command Post will be established whenever an incident will most likely involve the following:

6.9.1.1. More than one company, and;

6.9.1.2. A time frame of more than 30 minutes, and;

6.9.1.3. Complex communications, and/or;

6.9.1.4. Additional agencies are involved (i.e. DEP, Medevac, etc.)

6.9.2. To establish a command post, the IC shall contact headquarters and say: "Headquarters from ___ 23, request a command channel". Headquarters will then announce to all units: "Attention all units responding on Box 23-___, Command 23 has been established on Channel ___". From this point on, the unit or officer who is operating the command post will use the radio designation "Command 23".

6.9.3. Whenever there are two or more incidents in Upper Allen Township occurring at the same time, the command of the initial incident shall be designated "Command 23". Subsequent incidents shall be designated "Command 23-A, Command 23-B, etc".

6.9.4. The person who is actually operating the command post is not necessarily the IC. The IC will continue to make all the decisions and issue orders, and the command post will only relay information.

6.9.5. If the IC determines the need for additional apparatus, notification of utility companies, government officials, emergency management personnel, CHEMTREC, or other personnel or information, the command post will make the request through headquarters. Do not attempt to make these notifications directly. This policy will reduce confusion and duplication of calls. Remember that all calls through headquarters are taped.

6.9.6. The command post operator will maintain log of the incident to include all pertinent orders, requests for equipment and information, and all other important facts pertaining to the incident. Times should be recorded with each entry.

6.9.7. The command post operator will remain at the command post and operate with a mobile radio. Portable radios should not be used for command post operations.

6.9.8. For large, complex or lengthy incidents consideration should be given to identifying the command post with an orange flag, green flashing/rotating/strobe light, or other highly visible object.

6.10. COMMUNICATIONS

6.10.1. This section shall supplement the Cumberland County Fire/Rescue and EMS Communications Procedural Manual. A copy of this manual is kept in the Station 23 Watch Room, and the Chief's Office. Members shall be familiar with the contents of that document as well as this section.

6.10.2. Definitions

6.10.2.1. Base Radio – A stationary radio, usually of a relatively high wattage found in a communications facility. Also called a "Base Station". Station 23 has one such radio located in the Watch Room.

6.10.2.2. Mobile Radio – A vehicle mounted radio.

6.10.2.3. Portable Radio – A hand held radio.

6.10.2.4. Repeater – A device used with either a mobile or portable radio which re-transmits signals from a base. UAFD does not operate any repeater systems.

6.10.3. The following individuals are authorized to use radios:

6.10.3.1. Fire officers

6.10.3.2. Officers or firefighters in command of emergency operations

6.10.3.3. Officers or firefighters in charge of a company or crew operating at an incident

6.10.3.4. Driver of a company vehicle on the road without the presence of a right front seat rider

6.10.3.5. Drivers at an incident for the relay of pertinent information.

6.10.3.6. Company member other than the above, acting on the orders of one of the above.

6.10.3.7. Right front seat occupants (riding officers) on Company apparatus.

6.10.3.8. Firefighters equipped with a jumpseat portable radio who have urgent, pertinent transmissions regarding changing fire conditions, discoveries, maydays or who have been assigned as a sector officer.

6.10.4. The following information is properly handled by radio:

6.10.4.1. Messages to or from an incident, which have a bearing on the operations being conducted.

6.10.4.2. Messages to or from a mobile unit, which have a bearing on the disposition or operation of that vehicle or its personnel on emergency or non-emergency company business.

6.10.5. The following messages should not be handled by radio:

6.10.5.1. Messages of a non-emergency or business nature between buildings that are served by telephone.

6.10.5.2. Messages between mobile units that are of a personal or non-emergency business nature.

6.11. RADIO PROCEDURES

6.11.1. Keep all radio traffic to a minimum.

6.11.2. If possible, use a telephone instead of a radio.

6.11.3. Ensure that the radio is turned on, verify the channel you wish to transmit on, and that all controls are adjusted properly.

6.11.4. Plan the message before transmitting. Make messages concise and to the point.

6.11.5. Speak in a normal tone, slowly and distinctly. Avoid emotional displays; maintain a professional and business like voice.

6.11.6. Do not use proper names; use unit or rank designations.

6.11.7. Identify the unit receiving the transmission first, and then the transmitting unit. (i.e. "Headquarters from Engine 2-23")

6.11.8. When receiving complicated or important instructions or information, repeat the transmission back to the sender to ensure proper communication.

6.11.9. After use, all mobile radios should be returned to channel 1. Portable radios should be returned to channel 6. The Watchroom base station should be left on the UAFD tactical frequency.

6.11.10. All noise attenuating headsets shall be hung on the hooks provided to alleviate the possibility of setting the headset down on the transmit button, and creating an "open mic" condition.

6.12. VERBAL RADIO TRANSMISSIONS

6.12.1. The Cumberland County Emergency Operations Center does not recognize the use of "10-Codes".

6.12.2. All communications will be done using "plain English", "CB Jargon" and "10-Codes" shall not be used. The following phrases will be utilized.

- 6.12.2.1. *"On the Air"* – Apparatus is on the air, not responding. (ie *"On the Air, awaiting manpower"* or *"On the Air, awaiting a driver"*.)
- 6.12.2.2. *"Responding"* – The unit is responding (en route) to the incident.
- 6.12.2.3. *"On the Scene"* – The unit has arrived at the incident location. (Other terminology such as 'Arriving' and 'On Location' shall not be used.)
- 6.12.2.4. *"Staged at _____"* - Unit has arrived, assuming Level 1 staging at the location indicated.
- 6.12.2.5. *"Available"* – The unit or company is available for another call. The IC will place the company available when an incident is terminated.
- 6.12.2.6. *"OK"* – Message has been received and understood.
- 6.12.2.7. *"Negative"* or *"Affirmative"* – Used in response to questions.
- 6.12.2.8. *"Priority"* – The unit transmitting has an emergency. All units will maintain radio silence.
- 6.12.3. Refer to the Cumberland County Fire /Rescue and EMS Communications Procedural Manual for additional and more detailed terminology and definitions.
- 6.13. RADIO FREQUENCIES
- 6.13.1. The following radio frequencies are used by the Cumberland County Emergency Operations Center and the UAFD:
- 6.13.1.1. 46.06 MHz - Cumberland Fire 1
- 6.13.1.2. 46.12 MHz - Cumberland Fire 2
- 6.13.1.3. 46.22 MHz - Cumberland Fire 3
- 6.13.1.4. 46.00 MHz - Cumberland Fire 4
- 6.13.1.5. 47.58 MHz - UAFD Operations
- 6.13.1.6. 45.64 MHz - UAT Local Government
- 6.13.1.7. 43.00 MHz - Messiah College Department of Safety
- 6.13.2. The UAFD responds on a mutual aid basis into York County, and is assigned the designation Station 123. Apparatus is designated by station number and then unit number (i.e. our Engine 1-23 becomes Engine 123-1). The following York County Frequencies are used.
- 6.13.2.1. 33.90 MHz - York Fire 1

6.13.2.2. 33.88 MHz - York Fire 2

6.13.2.3. 33.48 MHz - York NW Region

6.13.2.4. 33.54 MHz - York NE Region

6.13.3. The UAFD also provides fire / rescue service under contract to the Pennsylvania Turnpike Commission. Our Turnpike designation for Engine 123 is "77-30", and for Tanker 23 "77-31". The following radio frequency is used.

6.13.3.1. 159.045 – Highspire

6.14. ENCODER

6.14.1. The encoder at Station 23 allows local activation of pager and siren tones. The following procedures apply.

6.14.2. Pager tones may be activated to reach a member only if he/she can not be reached by telephone or radio. Permission should be granted by a Chief Officer, or the President, prior to activating the pager tones. Permission will be granted for urgent company business only.

6.14.3. The remainder of tones for other companies will be activated only in the event that Headquarters is out of service and notification is received by phone or radio from Headquarters stating that Company 23 is to provide the radio dispatch.

6.15. EMERGENCY OPERATIONS CENTER PROCEDURE

6.15.1. During periods of extreme weather conditions, it may become necessary to operate an emergency operations center (EOC) out of Station 23. An EOC may be set up at the request of headquarters for the purpose of handling multiple incidents in Upper Allen Township.

6.15.2. This section will describe procedures for set-up and operation of the Station 23 EOC. Refer to the Cumberland County Fire /Rescue and EMS Communications Procedural Manual for procedures and operations under Code 1 conditions.

6.15.3. First member to the station shall notify a Chief Officer that the station is manned.

6.15.4. Contact Headquarters by phone and notify them that Station 23 is manned.

6.15.5. Use 697-9586 (Line #2) for communications with Headquarters. Do not use this line for any other communications unless absolutely necessary. Try to keep Line #1 (697-9595) open for incoming calls from the public.

6.15.6. There are blank incident forms in the Watch Room. They should be used for recording information to be used for prioritizing and deploying Company 23 apparatus from incident to incident. They will also serve as a permanent record of the calls received.

6.15.7. When serving as an EOC, the radio call sign shall be "Station 23".

6.15.8. Each incident should be entered into the incident reporting software.

6.15.9. The Company 23 EOC shall make every attempt to maintain accountability of UAFD apparatus and personnel. The EOC shall conduct periodic radio checks of the units in the field to verify their status, safety and welfare.

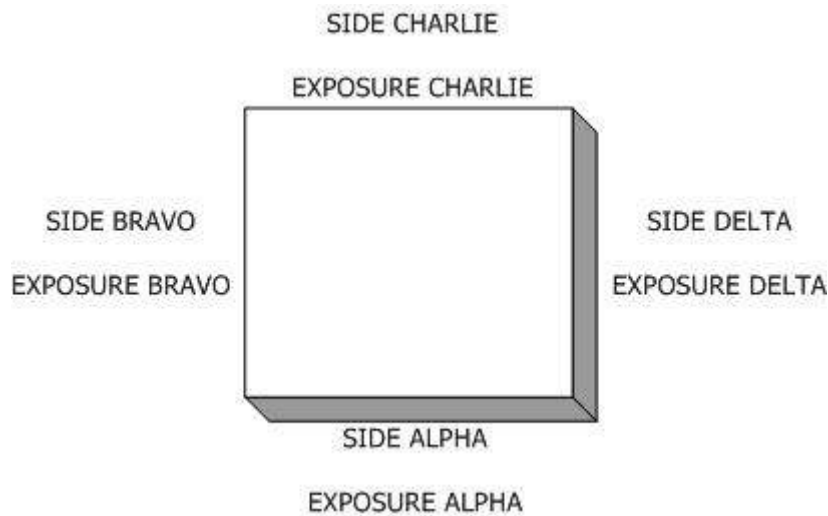
6.16. SECTORING A BUILDING

6.16.1. Buildings or other areas shall be sectored in a uniform manner to allow for smooth communications when operating in unfamiliar surroundings.

6.16.2. Looking at the fire building from the front, the front of the structure is referred to as "Side Alpha" continuing around the structure in a clockwise manner, "Side Bravo" is the left side, "Side Charlie" is the rear, "Side Delta" is the right side. Side Alpha is generally defined as the street address side of the building. On buildings that set back from the street or do not face the street squarely, the main public entrance becomes Side Alpha. The IC should define Side Alpha in this circumstance.

6.16.3. Floors shall be labeled as divisions, starting with the ground level on side Alpha referred to as: "Division 1". Floor 2 would then be "Division 2", etc.

6.16.4. This system shall be used for the assignment of companies, placement of apparatus, and reporting on exposures.



6.17. PERSONNEL ACCOUNTABILITY SYSTEM (PAS)

6.17.1. (Cumberland County Emergency Services Personnel Accountability System)

6.17.2. This policy establishes a safety procedure which will enable an Incident Commander in Cumberland County to account for the presence, location and assignment activities of individual fire, rescue and EMS personnel operating on the scene of an emergency incident.

6.17.3. Definitions

- 6.17.3.1. Accountability Board - A status board used by the Accountability Officer in conjunction with the Personnel Accountability System.
- 6.17.3.2. Accountability Kit - A small kit box carried on apparatus that contains the necessary components for using the Accountability System. Includes grease pencils, dry erase markers, paper towels, temporary PAS tags, etc.
- 6.17.3.3. Accountability Officer (or Sector) – The individual designated by the IC to manage the accountability system and to assign personnel to tasks so identified by the IC and Sector Officers. This individual has been referred to as the “Manpower Office” or “Manpower Staging Officer” in the past.
- 6.17.3.4. Crew – A group of two or more fire fighters who are assembled to complete a specific task or function.
- 6.17.3.5. Hazard Area (or Hazard Zone) – The area of the fire ground where conditions that are immediately dangerous to life or health (IDLH) are, or may be present, or may rapidly become present. For example the hazard area at a structure fire would include the interior of the building, roof, and collapse zone.
- 6.17.3.6. Personnel Accountability System Tag (PAS Tag) – The identification tag issued to the fire/rescue and EMS service personnel. All personnel will be issued three PAS Tags. The PAS Tag contains a photo, the individuals name, company number, and company ID number. The PAS Tag contains the following information internally allergies, medications, pertinent medical history, organ donor category, normal blood pressure and pulse rate, date of birth, blood type, emergency contact person and phone number, and physician’s name and phone number,
- 6.17.3.7. Temporary PAS TAG – A PAS Tag that is made on the scene of the incident and issued to personnel who have lost or forgotten their PAS Tag. A Temporary PAS Tag may also be issued to utility company personnel or building owners who may have a need to be escorted into the hazard area. A Temporary PAS Tag is made simply by writing with a grease pencil on a blank plastic card. The Temporary PAS Tag will contain the individuals name and company. Blank Cards for temporary PAS Tags are kept in the Accountability Kits and the Station 23 Watch Room.
- 6.17.3.8. Unit Collector Ring – A ring carried in the cab of each apparatus. Used to collect the PAS tags of all personnel who responded on or were assigned to that apparatus.
- 6.17.4. Issuing Temporary PAS Tags
- 6.17.4.1. Any person on the scene who has a need to enter the hazard area but does not have a PAS tag will be issued a Temporary PAS tag.
- 6.17.5. Injuries
- 6.17.5.1. If a fire fighter is injured, one PAS tag will be kept with the fire fighter and taken to the hospital. The Accountability Officer must note the fire fighter’s name, company number, type of injury and the facility to which the injured fire fighter was transported. The fire fighter’s company commanding officer must be notified.

- 6.17.5.2. The second PAS tag will stay at the Accountability Sector.
 - 6.17.5.3. Leaving the Scene/Terminating the Incident
 - 6.17.5.4. If a fire fighter must leave the scene before an incident is terminated, he/she must return to the Accountability Sector and notify the Accountability Officer. The PAS Tag must be returned to the individual and the Accountability Officer must keep a list of the name and company number of all individuals who have been dismissed. Fire fighters must also notify their company commanding officer to gain permission to be dismissed.
 - 6.17.5.5. When the incident is being terminated, the Accountability process should work in reverse. As personnel are released from the Accountability Sector back to their apparatus, they should be given their PAS Tag and they should return immediately to their apparatus. When apparatus is released, the Unit Collector Ring will be returned to the apparatus before leaving the scene.
- 6.18. FIRE FIGHTER REHABILITATION (REHAB)
- 6.18.1. This guideline will apply to all operations and training sessions where strenuous physical activity or exposure to heat/cold exists.
 - 6.18.2. The IC will establish a Rehabilitation Sector (REHAB) when conditions in the previous section (above) are expected. A Rehab Officer will be assigned.
 - 6.18.3. The Rehab Area should:
 - 6.18.3.1. Be located far enough away from the scene so that fire fighters may remove protective clothing.
 - 6.18.3.2. Provide protection from the elements
 - 6.18.3.3. Be free from exhaust fumes
 - 6.18.3.4. Be easily accessible by EMS units
 - 6.18.4. The Rehab Officer shall secure as necessary:
 - 6.18.4.1. Fluids – water, activity beverage, oral electrolyte solutions, and ice
 - 6.18.4.2. Food – soup, broth, or stew
 - 6.18.4.3. Medical – blood pressure cuffs, stethoscopes, oxygen, cardiac monitors, IV solutions, and thermometers (This is why EMS is often placed in charge of Rehab)
 - 6.18.4.4. Other – awnings, blankets, towels, traffic cones, fire line tape, etc

6.18.5. Hydration – during heat stress, members should consume at least one quart of water per hour. Caffeine beverages should be avoided because they interfere with the body's ability to retain water. Carbonated beverages should also be avoided.

6.18.6. Nourishment – soup, broth or stew is recommended because these are digested much faster than sandwiches or fast food products. (Fruits are also a good choice.)

6.18.7. Rest – fire fighters shall be sent to Rehab after using two SCBA air cylinders or after 45 minutes of work time, whichever comes first. Rest shall be not less than 10 minutes and may be much longer dependant upon the results of medical evaluation.

6.18.8. Medical Evaluation – fire fighters sent to Rehab will undergo a medical evaluation which will include at least heart rate, and temperature. Based on results of medical evaluation, further evaluation and treatment may be deemed necessary by EMS personnel.

6.18.9. The Rehab Officer shall be responsible for fire fighter accountability while fire fighters are assigned to Rehab. The Rehab officer shall immediately report the name of any fire fighter transported to a medical facility to the IC and the Accountability Officer.

6.19. DISMISSAL FROM INCIDENTS

6.19.1. No one shall leave the scene without the consent of an officer. Members leaving the scene shall also notify their apparatus officer or driver.

6.19.2. The apparatus officer and the driver shall ensure that the apparatus and all equipment is cleaned, serviced, and returned to in-service condition before the crew is released. Unserviceable equipment shall be tagged out of service.

6.19.3. Any members who responded direct to the scene via POV shall report to the station and ensure that they are listed on the incident report, and assist in returning the company to service.

6.19.4. After cleanup, re-servicing, and an incident review (if required) are completed, an officer will dismiss all fire fighters from the station. In cases where a member's job or family obligations justify, a member may be dismissed early upon consent of an officer.

6.19.5. Work/school excuse forms are available for those members who miss work or school, or will be late for work or school, due to a emergency call. Tardy Excuse Memorandums are available in the Station Watch Room. They should be filled out and signed by the Company 23 OIC.

6.20. DUTY CHIEF

6.20.1. In the event that Company 23 Chief Officers will be unavailable for response to emergency incidents for an extended period of time (i.e. 24 hours or more) a Duty Chief shall be appointed.

6.20.2. On a rotating basis, the Chief will schedule the Captain and Lieutenants as Duty Chief. This permits the junior line officers to gain command experience, as well as giving the membership confidence in their leadership ability.

- 6.20.3. The Duty Chief is authorized to use, and take home the Department Duty Officer Ford Explorer.
- 6.20.4. The Duty Chief will respond to all calls in Upper Allen Township as the Company 23 OIC. The Duty Chief shall use the radio designation "DUTY CHIEF 23".
- 6.20.5. The Duty chief should respond to the scene, if practical. On mutual aid calls the Duty Chief should respond to the station and ensure that an adequate crew is assembled. If an adequate crew has assembled for the call, the Duty Chief should remain in the township, if sufficient personnel have not responded to the call, then the Duty Chief should respond with the apparatus to fill out the crew. Per Cumberland County policy, Duty Chiefs are not permitted to go "on the air" for mutual aid calls.

6.21. NOTIFICATION OF THE PENNSYLVANIA STATE POLICE FIRE MARSHAL

6.21.1. This guideline provides procedures for the notification of the State Police Fire Marshal.

6.21.2. The State Police Fire Marshal should be requested to investigate the following types of fires:

6.21.2.1. Fire involving a fatality, or likely fatality, or arson suspect in custody

6.21.2.2. Suspicious fire

6.21.2.3. Undetermined origin

6.21.3. There are three types of request for the Fire marshals services based on the priority of the request.

6.21.3.1. Priority 1 - The Fire Marshal will respond immediately (Death or Suspect in custody)

6.21.3.2. Priority 2 - Fire marshal will respond at the beginning of the next 8 hour shift. (Suspicious fire)

6.21.3.3. Priority 3 - At the Fire Marshals convenience (usually next business day) (Undetermined origin)

6.21.4. Priority 1 requests can be made through Headquarters. All other requests are made by phone direct to the State police Barracks in Carlisle.

6.21.5. Whenever the Fire Marshal has been requested, notify the Upper Allen Police Department of the request, out of professional courtesy, so that they know of the State Police investigation within their jurisdiction.

6.22. NOTIFICATION OF THE COUNTY CORONER

6.22.1. The Cumberland County Coroner's Office shall be immediately notified of any incident in which a death has occurred. The only exception is when a death has occurred from natural

causes and the victim’s attending physician is willing to sign the appropriate death certifications.

6.22.2. Fire and EMS personnel should not move a fatality nor disturb the scene until an examination has been completed by a representative of the Coroner’s Office.

6.22.2.1. In the event that a patient expires during extrication from an auto accident, cease the extrication at the point of expiration, and await the Coroner’s arrival.

6.22.2.2. The only time it may be appropriate to move a body, would be to protect it from possible further damage, such as consummation by fire.

6.22.3. Notification of the Coroner should be accomplished through Cumberland County Headquarters. Whenever possible use a phone rather than an open radio frequency (this will cut down on rubbernecking eave droppers and the press).

6.22.4. The following radio designations are used by the Coroner’s Office:

	Fire and EMS	Police
Coroner	CAR 99	41-9
Deputy	CAR 99A	41-91
Assistant	CAR 99B	41-92

6.23. RED CROSS / SALVATION ARMY NOTIFICATION

6.23.1. Headquarters will automatically notify the American Red Cross of any fire in which families or residents could be displaced.

6.23.2. The IC should assess the situation at hand and inform the Communications Center of the type of need for Red Cross services.

6.23.3. The Salvation Army will be contacted at the request of the IC to provide for food and drink needs for the services involved. The Salvation Army can also provide for emergency placement needs.

6.24. PHANTOM BOX SYSTEM

6.24.1. In Cumberland County, apparatus is dispatched to fire & rescue incidents in accordance with a preplanned system of automatic responses called the “Phantom Box System”.

6.24.2. The Phantom Box System mimics the Gamewell Alarm Box system that is still found on the street corners of many older US cities. In the Gamewell system, if a fire alarm is pulled, the box transmits a number to the fire headquarters. Equipment would then be sent based on the known occupancy of the neighborhood where the box originated.

6.24.3. Since there are no street boxes in Cumberland County, the system is referred to as having “phantom” (imaginary) boxes. In other words, no street box exists, but a number has been assigned to a certain neighborhood or geographic area. A predetermined automatic response can then be designed, accounting for the type of occupancy found in that area.

6.24.4. The phantom alarm boxes are assigned numbers. The box is designated first by the number of the first due engine company (i.e.: 23), followed by the specific number of that box (i.e. 23-04). This is read as "Box Twenty three-oh-four".

6.24.5. Each box has a corresponding box card which lists the assignments from Local Alarm through Fourth Alarm, with references for the order of response for: engines, trucks, squads, tankers, brush trucks, air wagons, ambulances, etc.

6.24.6. The flip side of the card also references the assignment to be used for various types of incidents:

6.24.6.1. Auto accident unknown injuries, auto accident with injuries, auto accident with entrapment, auto accident with fire, etc.

6.24.7. The box number assigned also indicates the general nature of the occupancy covered by that box alarm assignment. See the Cumberland County Fire / Rescue and EMS Communications Manual for detailed explanations and definitions of the Phantom Box numbering system. (A copy of the Comm. Manual is located in the Station 23 Watch Room and the Chief's Office.)

6.25. ALERTING OF PERSONNEL TO HAZARDOUS SITUATIONS

6.25.1. This SOG provides for the immediate notification of all personnel on a fire ground that a hazardous condition exists.

6.25.2. In the event operating situations become hazardous, and the evacuation of personnel becomes a necessity, the following procedure is to be followed.

6.25.3. Upon notification from the IC, the Communications Center will activate the pager tones of all on-scene companies (Channel 1 Fire and MED 10), the warble tone, then make the evacuation announcement on the appropriate frequencies. The Communications Center will then repeat the warble tone, and the CP will repeat the evacuation notice on the appropriate frequencies. Fire ground apparatus will then sound their air horns.

6.25.3.1. Example: (Pager Tones) (Warble Tone) "Attention all personnel operating in the structure at Box 65-77, 98 Irving Street, all personnel are to evacuate the structure immediately." (Warble Tone) – Command Post then repeats the evacuation message on the appropriate frequencies – (Air Horns).

6.25.3.2. The second announcement by the CP allows for better radio broadcast coverage in areas of poor radio reception.

6.25.4. The use of this policy should be limited to critical situations where the lives and/or safety of personnel are immediately threatened.

6.26. RADIO COMMUNICATIONS IN HIGH-RISE AND OTHER LARGE BUILDINGS

6.26.1. Radio communications from within high-rise buildings or other large buildings (factories, shopping centers, hotels, etc) may not always be practical due to the limitations of the

radio system and the natural shielding caused by the construction techniques inherent to large modern buildings.

6.26.2. It is suggested that telephone communications should be used whenever possible in this type of environment.

6.26.3. Telephone requests to the Communications Center will be conducted on the non-emergency access numbers. The calling party will provide his rank, name, company and message. An open phone line may be established throughout the incident to facilitate effective communications.

7. STANDARD OPERATING GUIDELINES FOR INCIDENTS

7.1. STRUCTURE FIRES IN UNSPRINKLERED BUILDINGS

- 7.1.1. This standard operating guideline applies to structure fires in unsprinklered structures. This standard will be used on any incident involving this type of structure (i.e. food on the stove, automatic alarm, smoke detector activation, etc). the IC may choose to employ different procedures when conditions warrant. This procedure shall not be used for gas leaks.
- 7.1.2. The first unit or officer on the scene will complete a 360 degree survey of the fire building and relay a brief report of conditions found to other responding units. The following priorities will be established: rescue, exposures, ventilation, attack and salvage.
- 7.1.3. The first arriving engine company will make provisions for a water supply and proceed directly to the fire building. Making provisions for water means simply that the engine will lay-in from a hydrant, or static source, split-lay from a strategic point, or notify the IC or second engine that they did not make provisions for water. Allow room for a truck company to operate at the most advantageous position (usually Side 1). If fire or smoke is reported, deploy the appropriate sized attack lines. The engine company is responsible for exposure protection and fire attack.
- 7.1.4. The first arriving truck company will operate from the most advantageous position for their type of aerial device (Usually side 1). The truck company is responsible for ventilation, ground ladder placement and overhaul. Ground ladders shall be placed on at least two sides of the building.
- 7.1.5. The first arriving rescue/squad company will position as near Side 1 as practical, and will be the initial manpower staging area. Rescue/squad personnel shall assist in forcible entry, complete a search of the fire building and provide scene lighting, electrical power and SCBA servicing.
- 7.1.6. The second arriving engine company will ensure the provision of an adequate water supply to the scene. Any manpower not needed for water supply set-up shall report to the manpower staging area or the IC.
- 7.1.7. All other apparatus shall assume Level 1 staging and await further orders.

7.2. STRUCTURE FIRES IN SPRINKLERED BUILDINGS

- 7.2.1. This standard operating guideline applies to fires in sprinklered structures. This SOG will be used on any incident involving this type of structure. The IC may choose to employ different procedures when conditions warrant.
- 7.2.2. The first arriving officer or unit will complete a 360 degree survey of the fire building and relay a brief report of conditions to other units. The following priorities will be established: rescue, exposures, ventilation, attack and salvage.

- 7.2.3. If a water flow alarm is reported from a particular zone or riser, the first arriving engine company will proceed to the fire department connection for that zone or riser and deploy 3" lines (or a 5" line for storz connections) to supply the sprinkler system. One fire fighter (w/ a radio) will proceed to the sprinkler control valve and verify water flow. That fire fighter will remain posted at the control valve for the duration of the incident until the IC orders the system shut down. The order to shut down will come directly from the IC.
- 7.2.4. The first arriving truck company will operate at the most advantageous position, usually on side 1. The truck company will be responsible for ventilation and ground ladder placement.
- 7.2.5. The first arriving rescue/squad company will position as near Side 1 as possible, and will be the initial manpower staging area. Rescue/squad personnel shall assist in forcible entry, and complete a search of the building.
- 7.2.6. The second arriving engine company will ensure the provision of an adequate water supply to the first engine. If possible, the second arriving engine company will also deploy appropriate-sized attack lines.
- 7.2.7. All other apparatus will assume Level 1 staging and await further orders.

7.3. GAS LEAKS – IN OR NEAR A STRUCTURE

- 7.3.1. This standard operating guideline applies to leaks or suspected leaks of natural or LP gas in or within 50 feet of a structure. The IC may choose to employ different procedures when conditions warrant.
- 7.3.2. For natural gas emergencies, first unit on the air will confirm that the appropriate utility is responding.
- 7.3.3. The first arriving officer or unit will park at least 200 feet away from the structure or area of the leak. The officer will attempt to conduct a 360 degree survey of the building, staying at least 200 feet from the building or leak. A brief report of conditions will be relayed to other units.
- 7.3.4. All responding apparatus will stage 200 feet away from the building or leak.
- 7.3.5. Keep all pedestrians and vehicular traffic away.
- 7.3.6. All personnel will be alert for possible ignition sources and exposures and report such to the IC. Where possible, eliminate ignition sources.
- 7.3.7. One officer and one fire fighter using SCBA will approach the structure with the following equipment:
- 7.3.7.1. intrinsically safe radios and hand lights
 - 7.3.7.2. combustible gas meter
 - 7.3.7.3. hand tools for shutting valves and forcible entry

7.3.8. Personnel entering the building will:

7.3.8.1. shut off gas at above ground valves only

7.3.8.2. evacuate any occupants

7.3.8.3. not activate any light switches

7.3.9. Remaining personnel will stay inside apparatus wearing full PPE with SCBA (not on air). This is to provide maximum protection in the event of an ignition.

7.3.10. If an explosive mixture is present at 30% LEL (or above) on the meter, all personnel will immediately evacuate the building. The building will be shut up as fire fighters exit.

7.3.11. Request utility companies to respond to disconnect building services before ventilation is performed. Telephone service will be included.

7.3.12. Do not open any gas valve that is closed.

7.4. GAS LEAKS – AWAY FROM STRUCTURES

7.4.1. This standard operating guideline applies to leaks or suspected leaks of natural gas or LP gas that occur more than fifty feet from any structure. The IC may choose to employ different procedures when conditions warrant.

7.4.2. For natural gas emergencies, the first unit on the air shall confirm that appropriate utility is responding.

7.4.3. The first arriving officer or unit will attempt to complete a 360 degree survey of the area, staying upwind and at least 200 feet away from the area of the leak. A brief report of conditions will be relayed to other units.

7.4.4. All apparatus will stage at least 200 feet away and upwind from the leak. Personnel will be in full PPE and wearing SCBA.

7.4.5. Keep all pedestrian and vehicular traffic away from the area.

7.4.6. All personnel will be alert for possible ignition sources or exposures and report such to the IC. Where possible, eliminate ignition sources.

7.4.7. If gas is suspected of entering a structure, proceed with the SOG for "Gas Leaks – In or Near a Structure.

7.4.8. Personnel should take no further action and await the arrival of appropriate utility.

7.5. IGNITED GAS LEAKS

- 7.5.1. This standard operating guideline applies to fires involving natural or LP gas from meters, valves, piping, gas-powered equipment, and/or storage vessels. The IC may choose to employ different procedures when conditions warrant.
- 7.5.2. For natural gas emergencies, the first unit on the air shall confirm that appropriate utility is responding.
- 7.5.3. The first arriving unit or officer shall park at least 200 feet from the fire. The officer shall attempt to conduct a 360 degree survey of the incident. A brief report of conditions will be relayed to other units.
- 7.5.4. If exposures are threatened, the first arriving engine will operate in defense of exposures.
- 7.5.5. If possible, shut the gas off using an above-ground valve. Do not attempt to shut off an underground valve.
- 7.5.6. Do not extinguish the fire without first shutting off the fuel supply, unless such action is necessary to save a life.
- 7.5.7. Do not turn on any gas valve.
- 7.5.8. If the fire is extinguished before the fuel supply is shut off, treat the incident according to the appropriate SOG for gas leaks.
- 7.5.9. When the fuel supply has been shut off and the fire extinguished, continue to treat the incident as a gas leak until monitoring devices determine that there is no gas accumulation present.

7.6. VEHICLE ACCIDENTS

- 7.6.1. This standard operating guideline applies to vehicle accidents. The IC may choose to employ different procedures when conditions warrant. The Police Department is the primary agency at vehicle accidents. The police are ultimately in command, and any information released should be through their agency. The fire department response is to provide scene safety and assist EMS with patient access, disentanglement and removal.
- 7.6.2. The first officer or unit on the scene will complete a survey of the scene and relay a brief report of conditions to other units. The following priorities will be established: hazard control, vehicle stabilization, patient access, disentanglement, and removal.
- 7.6.3. Apparatus will be placed with regard to: fuel leaks and direction of flow, wind direction, shock absorbing bumpers, traffic hazards, and operational requirements.
- 7.6.4. Engine 123 will park uphill from the accident vehicle(s), if possible, and no closer than fifty feet. Personnel shall be responsible for: vehicle stabilization, patient access, and disentanglement. Initial equipment needed normally consists of Irons, cribbing, forcible entry bag, and/or Combi Tool. The driver will be responsible to coordinate establishment of a tool staging area not closer than twenty feet from the vehicle(s).

- 7.6.5. If the engine will primarily be providing hazard control it will park uphill from the accident vehicle(s) and no closer than 75 feet. The engine will control hazards and then assist where needed. If patients are still in any vehicle, or there is a substantial fuel leak, the engine company will deploy the 200' X 1 ¾" foam attack line. Attack lines will be charged. Personnel manning hose lines will wear SCBA. At minimum, a foam pw extinguisher will be manned at all accidents. For debris wash downs the 100'X 1 ¾" bumper mounted 'trash line' may be used.
- 7.6.6. In addition, the attack crew should chock the wheels of the vehicle to keep it from rolling away.
- 7.6.7. Personnel who do not have an assignment will stage at the tool staging area.
- 7.6.8. Permission will be obtained from the police prior to sweeping any accident debris. When possible, accident debris shall be swept and placed in the accident vehicle(s).

7.7. ESTABLISHING HELICOPTER LANDING ZONES

- 7.7.1. This standard operating guideline applies to the establishment of helicopter landing zones. The IC or Landing Zone Officer (LZO) should not alter these guidelines unless absolutely necessary.
- 7.7.2. Communications
- 7.7.2.1. The IC shall appoint a landing zone officer (LZO). Inform Headquarters of the unit designation and request a frequency for LZ operations that is different from the command frequency.
- 7.7.3. When the helicopter is over the LZ, the only communication will be between the LZO and the helicopter.
- 7.7.4. Landing Zone Preparation
- 7.7.4.1. Locate a 150' X 150' unobstructed, level area close to the scene, with good vehicle access. If possible use a pre-planned LZ
- 7.7.4.2. Place a flare or traffic cone at each corner of the LZ
- 7.7.4.3. Place a flare or traffic cone on the side of the LZ from which the wind is blowing.
- 7.7.4.4. Ensure that no lights will shine toward the helicopter.
- 7.7.4.5. Remove all loose objects in and near the LZ
- 7.7.4.6. Keep unauthorized persons away from the LZ
- 7.7.4.7. Position fire fighters at opposite corners of the LZ

7.7.4.8. When establishing an LZ on a limited access highway, the flow of vehicular traffic must be stopped in both directions, prior to the helicopter's final approach – until after lift off.

7.7.5. Landing Zone Safety

7.7.5.1. Never approach the helicopter unless told to do so by a member of the flight crew.

7.7.5.2. Approach and depart only from the front of the helicopter, always in view of the pilot.

7.7.5.3. Never approach the helicopter from uphill.

7.7.5.4. Never walk near the tail rotor.

7.7.5.5. Never shine lights toward the helicopter.

7.7.5.6. Do not use camera flash or lighting equipment during take off or landing.

7.7.5.7. Do not lift anything above shoulder height.

7.7.5.8. All vehicles will remain at least 150' from the helicopter. All doors will be closed.

7.7.5.9. Load and unload patients only at the direction of the flight crew.

7.7.5.10. LZ personnel will wear full PPE with eye protection.

7.8. AUTOMOBILE AND TRUCK FIRES

7.8.1. This standard operating guideline applies to fires involving all types of motor vehicles. The IC may choose to employ different methods when conditions warrant.

7.8.2. The first arriving officer or unit will complete a survey of the scene and make a brief report to other responding units. The following priorities will be established: rescue, exposures, protection of fuel supply, control, and extinguishment. If the fire involves unknown cargo and it can be reasonably assumed that the vehicle could be carrying hazardous materials, operations will be carried out under the guidelines set forth in the SOG for "Hazardous Materials Incidents". In the event that the fire occurred as a result of a vehicle accident, refer to the SOG for "Vehicle Accidents".

7.8.3. Apparatus will be placed with regard to the following: fuel leaks and direction of flow, wind direction, shock absorbing bumpers, traffic hazards, and operational requirements.

7.8.4. If there is no fire or smoke showing, apparatus will stage off the street (if possible) and await further orders. The officer and one fire fighter shall proceed to the involved vehicle with Irons, wheel chocks and an ABC extinguisher.

7.8.5. If there is fire or smoke showing, the first arriving engine company will park uphill and at least 100 feet away from the involved vehicle and deploy the 200' X 1 ¾" preconnected foam handline. As soon as safe to do so, the vehicle's wheels should be chocked to prevent roll-away. All personnel working near the involved vehicle will be wearing full PPE and will be using SCBA.

7.8.6. The second arriving engine, or the tanker, will ensure an adequate water supply to the first engine.

7.8.7. All other units will supply manpower in SCBA for fire fighting and overhaul.

7.9. HAZARDOUS MATERIALS INCIDENTS

7.9.1. This guideline applies to incidents involving hazardous materials. This guideline will apply primarily to incidents dispatched as "Hazardous materials leaks, spills, etc" and fires known or suspected to involve "hazardous materials".

7.9.2. Only those fire fighters trained to the "Operations" level shall respond to incidents dispatched as involving "hazardous materials".

7.9.3. The first arriving unit or officer will attempt to complete an initial survey of the scene taking into consideration the properties of the material(s) involved. If the material(s) are unknown, then the survey will be completed from no closer than 200 feet. The following priorities will be established: site control, product identification, hazard/risk analysis, determination of proper protective clothing and equipment, product control, confinement, and containment, decontamination, and termination. The IC may choose to request the dispatch of Company 200.

7.9.4. All units will stage upwind, no closer than 200 feet from the incident, and if possible, farther away.

7.9.5. Site Control – determine and secure the physical layout of the emergency scene. Evacuate and isolate the area and deny entry to everyone. Create and secure entry points.

7.9.6. Product Identification – use occupancy type and location, container shapes, markings, and colors, placards and labels, shipping papers, monitoring and detecting devices and senses.

7.9.7. Hazard/risk analysis - Evaluate hazards and risks of the identified material.

7.9.8. Product control, confinement and containment – if available PPE and other necessary equipment is sufficient, attempt only the minimum intervention required to control, confine, or contain the product.

7.9.9. Decontamination – All personnel, PPE and equipment will be properly decontaminated.

7.9.10. Termination – The IC will ensure that responsibility for any further action (such as clean-up) is transferred to an appropriate authority.

7.9.11. Cumberland County Headquarters may automatically dispatch a Company 200 officer or units to the scene, if conditions warrant. When a hazardous materials incident crosses political boundaries, or appears to have the potential to go beyond the capabilities of the local responders, the incident becomes the responsibility of the County EMA and Company 200 will be dispatched.

7.9.12. In the event Company 200 officers or units are dispatched to the scene, the UAFD IC will liaison with the Company 200 OIC. The UAFD will then support Company 200 operations to our level of certification.

7.10. ELECTRICAL TRANSMISSION EQUIPMENT INCIDENTS

7.10.1. This standard operating guideline applies to incidents involving electrical transmission equipment and other electrical emergencies where the fire department can not readily and safely identify and/or de-energize the equipment. The IC may choose to employ different methods when conditions warrant.

7.10.2. The first arriving unit or officer will complete a 360 degree survey of the scene and relay a brief report to other units. The following priorities will be established: protect fellow fire fighters, protect the public, isolate the hazard zone and deny entry to everyone, advise Headquarters to contact PP&L, provide pole numbers ("S- Number") and locations as necessary, and protect exposures.

7.10.3. All apparatus will assume Level 1 staging unless ordered otherwise.

7.10.4. A hazard zone will be established using yellow line tape, traffic cones, rope and/or personnel and apparatus as needed.

7.10.5. It is not necessary to obtain the pole number of the equipment involved. It is sufficient to obtain a nearby pole number from a safer location.

7.11. CHIMNEY FIRES

7.11.1. This standard operating guideline applies to uncontrolled fires in or around heating equipment which uses Class A combustible fuels. The IC may choose to employ different methods when conditions warrant.

7.11.2. The first arriving unit or officer will complete a 360 degree survey of the scene and make a brief report to other units. The following priorities will be established: rescue, exposures, ventilation, attack, and salvage.

7.11.3. The first arriving engine company will respond directly to the scene. If there are reports of extension, or other indicators, the first engine will make provisions for a water supply (ie lay-in). Upon arrival at the scene the first in engine will position short of or just past the fire building to leave access for the truck company. If there is smoke showing or fire extension into the structure, the engine company will deploy the appropriate number of hand lines. Personnel will be responsible for checking walls, attics, attached garages, etc for extension.

- 7.11.4. The first arriving truck company will position at the most advantageous location. The truck company will ladder the roof near the chimney and proceed to the roof with the chimney kit and other necessary equipment. All fire fighters on the roof will wear SCBA, and the fire fighter assigned to visually check down the flu will use SCBA.
- 7.11.5. The rescue/squad will stage as near Side 1 as possible. Personnel will report to the structure with the following equipment: chimney kit, PW Can, two pieces of 4X4 cribbing, and two hallway runners.
- 7.11.6. Other apparatus will assume Level 1 staging.
- 7.11.7. The contents of the firebox will be extinguished and removed via the metal can from the chimney kit.
- 7.11.8. Any glowing embers or fire in the flu pipe will be extinguished.
- 7.11.9. Advise the homeowner of any destructive overhaul operations that will be required.
- 7.11.10. Advise the homeowner to have the chimney/stove pipe cleaned/inspected/repaired prior to re-use.

7.12. MUTUAL AID OPERATIONS WITH EMS

- 7.12.1. This guideline applies to fire/rescue incidents that involve mutual aid operation with EMS units. This SOG does not apply to incidents which are primarily medical in nature, such as medical assists.
- 7.12.2. When Company 23 and WSEMS (or other providers) are involved in a fire/rescue incident, the Company 23 IC will be in charge of EMS as well.
- 7.12.3. Command 23 will make all requests for additional EMS units through headquarters. This will prevent duplicate requests, and unnecessary units being dispatched. In the event priorities dictate EMS request of additional units, Command will be notified ASAP.
- 7.12.4. EMS units will make all requests for fire/rescue assistance through Command 23.
- 7.12.5. When necessary, the EMS officer assigned to establish a Rehab Sector, Triage Sector, or Transportation Sector, may need to requisition a low band portable radio in order to communicate with Command 23.

7.13. TACTICAL RESCUE INCIDENTS

- 7.13.1. This operating guideline applies to a variety of incidents involving special rescue situations which require specialized skills and/or equipment that the UAFD may not possess. Examples of tactical rescue incidents include: high-angle situations requiring specialized rope rescue techniques, confined space rescue, cave-in or collapse rescue, and water rescue incidents.

- 7.13.2. The first unit or officer on the scene should consider requesting a specialized response agency if available information suggests a complicated rescue scenario. This request may be made through Headquarters. Examples of such specialized response agencies include:
- 7.13.2.1. Harrisburg Bureau of Fire's "SHARP" Team (High-angle rope, trench and collapse, confined space)
 - 7.13.2.2. Paxtonia Fire Company – Dauphin County Station 34 (Trench and collapse)
 - 7.13.2.3. Carlisle Fire Department, Cumberland-Goodwill Fire and Rescue - Company 40 (Trench and collapse, dive)
 - 7.13.2.4. New Cumberland River Rescue – Company 100 (Water rescue)
 - 7.13.2.5. Harrisburg River Rescue (Water rescue)
- 7.13.3. The first arriving officer or unit will make a scene survey and a brief report to other units. The following priorities will be established: establish hazard zone, protect rescuers, protect the public, protect the victim(s), stabilize the scene, access and stabilize the victim, remove victim to safety, terminate incident.
- 7.13.4. A hazard zone will be established around the area, deny access to everyone.
- 7.13.5. Access to the hazard zone will be limited to only those rescuers who:
- 7.13.5.1. Have the necessary training to understand the hazards involved and skills to function in the particular rescue situation; and
 - 7.13.5.2. Are wearing proper protective equipment for the present and potential hazards; and
 - 7.13.5.3. Have been given a specific assignment within the hazard zone.
- 7.14. NATURAL COVER FIRES
- 7.14.1. This standard operating guideline applies to fires involving grass, brush, trees, undergrowth, forests, etc. The IC may choose to employ different procedures when conditions warrant.
- 7.14.2. The first arriving officer or unit will complete a survey of the scene and make a brief report to other responding units. The following priorities will be established: exposure protection, fire confinement, and extinguishment.
- 7.14.3. If structures or other property is exposed to fire, use the appropriate operating guidelines.
- 7.14.4. Fire fighters operating at natural cover fires with no structures or other property exposures are not required to wear protective trousers and steel-toed fire fighting boots. Fire fighters may opt to wear work pants (denim or Dickies-type) and leather work boots in

place of issued PPE. However fire fighters must wear helmets, coats, eye protection and leather gloves.

7.14.5. Fire fighters and apparatus assigned to work in the fire area should work from the burned to unburned areas.

7.14.6. Firefighters should be alert for downed power transmission lines, or energized equipment, which may have caused the fire, and be hidden in the smoke and debris. Wires may also be threatened at exposures.

7.15. CARBON MONOXIDE ALARM (CO DETECTOR) ACTIVATIONS

7.15.1. This standard operating guideline applies to activations of carbon monoxide detectors in all types of structures.

7.15.2. The first arriving officer or unit will determine if the building is evacuated, if there are any patients, and if alternate sources of combustion are present and involved.

7.15.3. Entry team fire fighter will perform a "Fresh Air Sample" (FAS) on the meter in a clear area, free from apparatus exhaust fumes.

7.15.4. An entry team consisting of one officer and one fire fighter (equipped with a CO meter and SCBA) will monitor the entrance of the structure before making entrance. If occupants are presenting with signs or symptoms of CO poisoning, the entry team will use SCBA upon entry.

7.15.5. The entry team will take readings in the structure. If readings at or above 50 ppm are obtained, the entry team will immediately begin using SCBA. Entry team will record meter readings and make necessary reports to the IC. Areas with highest readings will be noted.

7.15.6. Entry teams will complete the "UAFD Checklist for Carbon Monoxide". This will eventually be attached to the incident report.

7.15.7. All doors and windows should remain closed while meter readings are in progress.

7.15.8. A primary search will be completed, including a search for pets.

7.15.9. Ventilation equipment will be set up outside the structure. After interior meter readings are complete. Ventilation may be initiated.

7.15.10. Occupants shall be advised of the following:

7.15.10.1. Any sources of CO found in the building

7.15.10.2. Leak sources must be corrected and that failure to do so will result in a re-occurrence of the problem

7.15.10.3. An explanation of findings and the associated health implications

7.15.11. The IC will provide the occupant with a copy of "What Meter Reading Numbers Mean", along with an informational pamphlet on carbon monoxide poisoning.

7.15.12. Occupants will be advised to take action based on CO levels found and the following:

<u>CO ppm</u>	<u>Action</u>
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0-25	Building CO level poses no immediate life hazard. Safe to occupy.
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25-50	Building CO level poses health effects for persons with health problems.
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50-100	Building CO level poses health effects for all occupants.
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Recommend to stay out of building until problem source is corrected.

100-200	Building CO level poses immediate danger to life and health.
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Required to stay out until problem source is corrected
Recommended all occupants get medical evaluation at hospital.

200+	Building CO level poses severe life and health hazard. Possibly lethal.
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Required to stay out until problem source is corrected

7.16. FIRE AND EMS RESPONSE DURING WEATHER EMERGENCIES

7.16.1. This guideline may be used when weather conditions warrant a modified response. This SOG shall be implemented by the Township Manager, EMS Coordinator, Fire Chief or Police Chief.

7.16.2. The purpose of this SOG is to allow for a timely response to medical emergencies by a coordinated response from both Fire and EMS.

7.16.3. Coordinated EMS and Fire response will take one of the following forms:

7.16.3.1. UAFD may be dispatched on all EMS calls. Fire vehicles will proceed with the Ambulance from station as a two piece company, with the fire vehicle leading the way. The fire vehicle will cut a path for the ambulance. If the fire vehicle becomes stuck, the ambulance should still be free. If the ambulance is responding from a location other than the station, or if there is no crew on station, the ambulance will respond as normal. However, should the ambulance encounter marginal road conditions, they should terminate the response and wait for assistance from a fire vehicle.

7.16.3.2. Firefighters may man the station.

7.16.3.3. In addition to the procedures in (B) above, the Township Highway Department may be requested to respond with a large dump truck, front end loader or snow plow.

7.16.4. Upon arrival at the scene of a medical emergency, fire personnel will assist EMS personnel in any way needed.

7.17. FIRE DEPARTMENT RESPONSE FOR MEDICAL ASSISTANCE

- 7.17.1. This guideline applies to the response of the UAFD to requests by EMS for medical assistance.
- 7.17.2. Depending on conditions encountered at the scene of a medical emergency, the on scene ambulance may request an engine company for medical assistance. This assistance may take the form of assistance for lifting a heavy patient, removing a cardiac arrest patient from a building, providing AED response, etc.
- 7.17.3. Headquarters may also dispatch an engine company for medical assistance to provide for forcible entry.
- 7.17.4. Headquarters may also dispatch an engine company for medical assist to provide AED response.
- 7.17.5. Responding personnel should listen to the dispatch to determine the type of assistance required, and whether the Rescue-engine or a utility vehicle may be most appropriate. The Company 23 OIC should verify the response mode (emergency/non-emergency) prior to apparatus response.
- 7.17.6. For response to EMS calls, medical/rescue trained personnel will have priority in staffing fire apparatus. The staffing priority will be in the following order:
- 7.17.6.1. Paramedic (EMT-P)
 - 7.17.6.2. Emergency Medical Technician (EMT-B)
 - 7.17.6.3. Emergency/First Responder
 - 7.17.6.4. Standard First Aid
 - 7.17.6.5. CPR

7.18. SPECIAL FIRE POLICE (FUTURE)

- 7.18.1. This standard operating guideline provides the procedures to be used by the Upper Allen Special Fire Police.

7.19. INITIAL APPARATUS PLACEMENT (STRUCTURAL)

- 7.19.1. This standard operating guideline provides for the standardized initial placement of apparatus at the scene of a structural fire. The IC may alter these locations based on the strategic and tactical requirements of the incident, with considerations for access, terrain and weather. This SOG is just an initial guide, whenever a conflict arises between this SOG and a specific SOG, the detailed SOG will supercede.
- 7.19.2. Initial Apparatus Placement

- 7.19.2.1. Command – When approaching the scene, the IC shall drive past the fire building. This permits you to see three sides of the structure on arrival. The Command Post (CP) should be positioned so that two sides of the fire building are in view. The CP should be located where it will not impede apparatus placement, or interfere with fire ground operations. This will also reduce noise and congestion around the CP.
- 7.19.2.2. First in Engine Company – When approaching the scene, the first in engine will drive past the fire building. This gives the riding officer and crew a view of three sides of the structure as they approach the scene, as well as leaving the front of the structure open for the placement of the truck company. This location also positions that engine out of any initial collapse zones.
- 7.19.2.3. In the event that street congestion prevents the operator from pulling the engine past the fire building, they should then stop short of the structure, taking care to position the engine so as to permit the truck company to pass by and take their position on side 1.
- 7.19.2.4. First in Truck Company – Takes a position on side 1, permitting optimum placement of the turntable for maximum reach and scrub of their particular aerial configuration.
- 7.19.2.5. Second in Engine Company – Picks up the first in engine's line. Second Engine should be positioned so as to not impede traffic flow into, or out of the incident scene.
- 7.19.2.6. Rescue/Squad Company – After the positioning of the first in engine and truck companies, take a position on side one, across the street from the incident, either to the front or rear of the truck. If there is insufficient width to the street, take a position just short of the fire building, to the rear of the truck. (On truck company apparatus with ground ladders nesting under the aerial, take care not to park in the ground ladder beds!). Alternate Squad locations would be on side streets or rear alleys.
- 7.19.2.7. EMS – Ambulances and medic units should be parked clear of the incident, taking into consideration so that the unit will not be laid-in with hose lines. Units should be positioned so that they can leave the scene without having to back-up, turn around, jockey for position or drive over hose.
- 7.19.2.8. Special Fire Police – Fire Police, in coordination with the Police Department and IC, should take positions of opportunity to best control traffic flow.
- 7.19.2.9. Additional responding apparatus should assume a Level I type of staging. They should advise the IC of their approach, route of travel, arrival, or location and crew status. They should then await further assignment.

7.20. REQUEST FOR TRANSFER

7.20.1. This guideline provides for the relocation of a "transfer company" to Company 23's Quarters.

7.20.2. In the event that the UAFD will be committed at the scene of an incident for an extended period of time, the UAFD OIC can request that Headquarters fill our station with a transfer

company. A transfer company is a single piece engine company with crew that will relocate from its quarters to our station, to provide coverage until the UAFD returns to service.

- 7.20.3. The UAFD Box Response Cards on file at Headquarters list transfer company assignments for each alarm. Transfers must be initiated by/via the IC.
- 7.20.4. In the event that apparatus remains in quarters at Station 23, but it is apparent that all available manpower is already committed at the scene, a transfer company may still be requested.
- 7.20.5. The first member of UAFD to arrive on station during a transfer company's occupation, will offer to assist the transfer company's OIC. This assistance will occur both at the station, and as a navigator should there be a second incident in Upper Allen. At the scene of any additional incident, the UAFD member will offer to assist the OIC as a staff liaison.
- 7.20.6. In the event that the UAFD OIC is requesting a transfer during an incident occurring outside of Upper Allen, the OIC will have to provide the IC with the Transfer Company desired.
- 7.20.7. The UAFD OIC should attempt to select a company that is far enough away so that they will not appear on subsequent alarm assignments for the original incident, nor are they from an area tapped for several transfers, or depleted by other alarms.

7.21. TRANSFER ASSIGNMENTS

- 7.21.1. This guideline provides for the relocation of a piece of UAFD apparatus to the empty quarters of another Fire Company.
- 7.21.2. When a Fire Department is committed to the scene of an incident, the IC may request that the empty station(s) be filled with Transfer Companies.
- 7.21.3. Occasionally the UAFD is dispatched on a transfer assignment. Unless otherwise specified by headquarters at dispatch, Engine 2-23 will handle transfer assignments.
- 7.21.4. Transfer assignments are non-emergency responses (no lights, no sirens).
- 7.21.5. Minimum crew requirements for transfers:
- 7.21.5.1. Engine 2-23: The minimum crew is four, an operator, two SCBA qualified members, plus an additional member. (If the engine will scratch the call, a crew of 2 SCBA qualified members plus driver, may respond).
 - 7.21.5.2. Tanker 23: The minimum crew is two.
 - 7.21.5.3. Engine 1-23: The minimum crew is four, one vehicle rescue qualified member, one SCBA qualified member, plus two additional members.
- 7.21.6. If more than one Officer responds to the station for a transfer, care should be taken to assure that an officer remains in the Township. The Chief will usually not handle transfers.

- 7.21.7. If multiple drivers respond to the station for a transfer, care shall be taken to ensure adequate drivers remain behind in the township.
- 7.21.8. When available manpower is known to be low, the minimum crew will be sent on transfers, with the remainder covering the Township.
- 7.21.9. When backing apparatus into foreign quarters the officer will dismount and act as a ground guide for backing. Particular care will be paid to bay door height and bay depth, to prevent damage to our apparatus and the host station.
- 7.21.10. While on a transfer assignment, all personnel remain governed by the UAFD SOM, Constitution & By-laws, as well as the host company's house rules. All personnel will behave in a professional and courteous manner, and respect the host company's station and property.
- 7.21.11. When the Host Company returns to quarters, it is courtesy to offer to assist in returning their first out piece of apparatus to service. This will be greatly appreciated by the tired firefighters returning from the call, plus has the added benefit of getting the Transfer Company released as soon as possible.

7.22. COLLAPSE ZONES

- 7.22.1. This SOG provides general guidelines to be followed to establish collapse zones.
- 7.22.2. Once a fire has shifted from burning the contents of a building to burning the structure of a building, a structure collapse is just a matter of time.
- 7.22.3. There are many different warning signs of structural failure: smoke or water from masonry cracks, the sudden appearance of cracks, the widening of cracks, falling brick work, sagging floors, doors or windows sticking or dragging on the floor, 'groaning' of the building, previous damage to the building prior to the fire, leaning, crooked or out of plumb walls, sagging rooflines, smoke or fire in truss loft or truss void, wooden lintels, 'iron stars' and corner bracing, fire that has burned through the roof, walls or floor. The evidence of one or more of these conditions should be communicated to the IC. However a building may collapse without showing any of the above tell tale signs due to unauthorized renovation, or the additional structural loading of the firefighters, their water and equipment, snow loads. No list can be considered all inclusive. Safety Officers, ICs Line Officers, and firefighters must be constantly aware of the building's changing condition.
- 7.22.4. If warranted by fire ground observations, preplan, or previous history, the IC may institute collapse zones. If a collapse zone is established, all personnel should be with drawn from the structure and collapse zone.
- 7.22.5. The initial collapse zone should be established a distance out from the structure, equal to the height of the wall. Masonry walls will require a larger collapse zone to account for flying bricks. All apparatus should be relocated to corners of the structure, or out of the collapse zones. If hose lines are required to operate with in the collapse zone, unmanned monitors should be set up and abandoned in the zone.

7.22.6. Consideration should also be given to the type of occupancy. A warehouse full of paper will absorb a great weight of water in the paper stock. Note a lack of appropriate runoff. This could indicate building water weight, precipitating a collapse.

7.23. BOMB THREATS, CIVIL UNREST AND OTHER HOSTILE THREAT SITUATIONS

7.23.1. This SOG provides the procedure used by the Cumberland County EOC in the event of a hostile threat situation.

7.23.2. Hostile Threat Situations are the responsibility of Law Enforcement Personnel. Bomb threats and other hostile threats are a matter to be handled by the Police Department of jurisdiction. When a report of such is received, the Communications Center will:

7.23.2.1. Dispatch a Police unit to the scene.

7.23.2.2. The Communications Center will notify the appropriate first due Fire and EMS Chief of the incident. No Fire or EMS apparatus will be dispatched unless an explosion has occurred, a fire is evident, a rescue is apparent or by the request of the Fire Chief.

7.23.3. In the event Fire and Rescue apparatus is dispatched to stand by at the scene of a hostile threat situation, all apparatus will respond non-emergency, and assume Level I staging, out of sight of the actual incident.

7.23.4. In the event that Fire apparatus must respond to the scene of the hostile threat situation for an emergency (i.e. fire or rescue), the approach to the scene should be closely coordinated with the on- scene police agency.

7.24. REQUESTS FOR TOW TRUCK (WRECKER) SERVICE

7.24.1. Wrecker Service notification will be handled by the investigating police agency. Fire and EMS personnel shall only make wrecker service requests for rescue purposes, incidents not requiring Police Department investigation, or disabled apparatus.

7.25. MASS CASUALTY INCIDENTS

7.25.1. This SOG provides for the procedures to be used when responding to a mass casualty incident.

7.25.2. Definition: an emergency medical problem that, by its volume or circumstances, overwhelms or threatens to overwhelm the capabilities of the local EMS system.

7.25.3. A dispatch of a potential mass casualty incident will be in accordance with the Municipal Pre-Planned Fire and EMS Response System (EMS Box System).

7.25.4. The first arriving units should complete an initial size-up of the incident and inform the Communications Center of existing conditions.

7.25.5. The Office of Emergency Preparedness, when advised of scene conditions, may activate the Mass Casualty Incident Operations Plan. This plan has been distributed to the field services by the OEP. {Company 300 – Mass Casualty Incident Response Team (MCIRT)}

7.26. RAPID INTERVENTION TEAM (RIT) RESPONSES (FUTURE)

7.26.1. This guideline will be developed to outline how the department should respond when dispatched for a RIT response.

7.27. MASS PATIENT DECONTAMINATION ENGINE COMPANY STRIKE TEAM

7.27.1. The UAFD is a member of the South Central Pennsylvania Counter Terrorism Task Force.

7.27.2. The UAFD participates as a Mass Patient Decon Engine Company Strike Team for Cumberland County.

7.27.3. When dispatched, THREE trained firefighters and ONE officer are to respond with an engine to the designated staging area to meet and assemble.

7.27.4. The FOUR trained firefighters must have:

7.27.4.1. The training class held for the Engine Company Strike Team

7.27.4.2. Hazmat Operations with current refresher

7.27.4.3. Meet other minimum requirements to be an active, interior firefighter as stipulated elsewhere in this document

7.27.5. When responding, each of the FOUR firefighters must take a (BE) 10 Emergency Response Kit, as provided by the sponsoring organization. Each kit contains:

7.27.5.1. One (BE) 10 Powered Air Purifying Respirator with integral butyl rubber hood system; belt mounted pump unit, disposable Lithium battery; does not require fit testing, can be worn with eye glasses; weighs eight pounds.

7.27.5.2. Two Tyvek "F" chemical coverall w/ integral hood and boots. Designed for protection against chemical and biological warfare agents.

7.27.5.3. Two pairs of Haz-Mat overboots.

7.27.5.4. Two pairs of Nitrile Gloves.

7.27.5.5. Two pairs of Butyl Gloves.

7.27.5.6. Three FR-57 Combination / High efficiency Particulate Cartridge.

7.27.5.7. One roll of duct tape.

7.27.5.8. Two duffel bags.

7.27.6. Donning

7.27.6.1. The user should be wearing appropriate work clothing, long trousers, long sleeve shirt and steel toe shoes.

7.27.6.2. All donning must be done in a non-hazardous atmosphere. While donning can be accomplished by the wearer without assistance, an assistant is strongly recommended.

7.27.6.2.1. Step 1: Remove contents of Emergency Response Kit, and perform a pre-use visual inspection.

7.27.6.2.2. Step 2: Remove three cartridges from their packaging and verify they are appropriate for intended use, based on the label attached to the canister. Remove screw caps from each cartridge, and place caps back in duffel bag. Ensure the air inlet insert is seated inside each of the three rubber air inlets on the PAPR unit, and that the sealing surfaces and threads are free from dirt and debris. Secure all three cartridges (hand tight).

7.27.6.2.3. Step 3: Don chemical coverall and secure front zipper half-way up body. Don chemical over boots (boot over suit). Duct tape boot-suit interface areas. Don latex inner glove. Don Inner chemical glove (black).

7.27.6.2.4. Step 4: Adjust belt on PAPR unit so the buckle is centered on your waist (front), and the blower unit is on your back (rear). Don the PAPR unit and place the unit back cover against your lower back with the breathing tube extended upward. Fasten the waist belt so the unit rests securely and comfortably against your lower back. Plug the unit into a fully charged battery pack and attach the battery pack to the waist belt.

7.27.6.2.5. Step 5: Pull the hood over your head and adjust it so the headband wraps around your head and the elasticized edge of the face seal fits under your chin. Tuck the inner shroud under your protective coverall, and allow the outer shroud to hang over the coverall. Ensure the breathing tube is not twisted after the hood is donned. Turn the battery pack on, and ensure adequate airflow.

7.27.6.2.6. Step 6: Don appropriate chemical outer glove. The glove gauntlet should go over the wrist area of the coverall. Duct tape the glove to suit interface area.

7.27.6.3. Use and Operations

7.27.6.3.1. The BE 10 kit is actually level "C" protection and is designed specifically for operation in non-IDLH environments.

7.27.6.3.2. If the wearer feels symptoms consistent with chemical exposure, ie, dizziness, nausea, burning/itching, etc, they should immediately evacuate the area and process through decontamination.

7.27.6.4. Doffing

7.27.6.4.1. During doffing operations, the goal is to retain as much protection as possible during the donning process. If the wearer was working in a potentially contaminated area, decontamination must be performed.

7.27.6.4.2. Following decontamination:

7.27.6.4.2.1. Step 1: Remove duct tape from around the boot/suit interface. Remove over-boots. Remove duct tape from around the glove/suit interface. Remove outer glove.

7.27.6.4.2.2. Step 2: Release waist strap on PAPR unit and have assistant hold unit. Unzip front closure of coverall and remove coverall.

7.27.6.4.2.3. Step 3: From the inside, remove Hood from face and remove outer gloves.

7.27.7. Specific instruction and tactics will be designated from the IC or Operations sector and the UAFD company officer will then lead the UAFD Engine Company. The UAFD team will work in conjunction with other engine company strike teams to complete a given task.

7.27.8. Please visit the South Central Pennsylvania Counter Terrorism Task Force website for more information: <http://www.scpacttf.org>

7.28. "MAYDAY" COMMUNICATIONS

7.28.1. Declaring a MAYDAY

7.28.1.1. When an emergency responder identifies that he/she, or a member of his/her team, is lost, trapped, disoriented, or injured and in need of assistance, he/she shall (if possible) transmit a verbal message on the tactical channel to COMMAND and state: "MAYDAY, MAYDAY, MAYDAY!"

7.28.1.2. The individual reporting shall provide the following information:

7.28.1.2.1. L: Location – where you are, or where the problem is

7.28.1.2.2. U: Unit – what is your identifier in addition to your name

7.28.1.2.3. N: Nature of the MAYDAY – what is the exact problem

7.28.1.2.4. A: Assignment (per the Incident Management System) – what was your assignment (i.e. "Division 2 Fire Attack")

7.28.1.2.5. R: Resources needed – what do you need?

7.28.1.3. The distressed firefighter should remain on the tactical channel assigned – let the other operations move

7.28.1.4. The PASS device should then be activated.

- 7.28.1.5. Lost or trapped firefighters should remain together.
- 7.28.2. Command Response to a MAYDAY
 - 7.28.2.1. Upon receipt of a MAYDAY, command should advise all personnel that all radio traffic must cease.
 - 7.28.2.2. Only radio traffic pertinent to the MAYDAY should be permitted on the tactical channel.
 - 7.28.2.3. Immediately conduct a Personnel Accountability Roll-call (PAR), if the identification and location of the lost or trapped fire fighter is unknown.
 - 7.28.2.4. Commit the Rapid Intervention Team (RIT) to the most appropriate location to initiate a rescue.
 - 7.28.2.5. Provide a BRIEF PROGRESS REPORT (BPR) to Headquarters and request an additional tactical channel for incident operations not associated with the MAYDAY event. Include a specific notation if a RIC is deployed.
 - 7.28.2.6. Command should notify FIRE ALARM to announce the conclusion of the MAYDAY event.

8. TRAINING

8.1. GENERAL TRAINING

- 8.1.1. The UAFD shall establish and maintain a training and education program with a goal of preventing occupational accidents, deaths, injuries and illness. (NFPA 15000)
- 8.1.2. The training and education provided to members shall address all applicable provisions of this operations manual.
- 8.1.3. The UAFD shall provide training and education for all members commensurate with the duties and functions that they are expected to perform.
- 8.1.4. The UAFD shall provide training and education for all members to ensure that they are able to perform their assigned duties in a safe manner that does not present a hazard to themselves or other members.
- 8.1.5. Training shall be made available to all members as often as necessary to meet the needs of the Occupational Safety and Health Program as well as this section.
- 8.1.6. Whenever changes in procedures or technology are introduced, or new hazards are identified, appropriate training and education shall be provided for all affected members.
- 8.1.7. Members shall be provided with training and education appropriate for the duties and responsibilities before being permitted to engage in emergency operations.
- 8.1.8. Smoke generating devices that produce a hazardous atmosphere shall not be used in training exercises. (This does not refer to fires in open areas, or actual fires used in training).
- 8.1.9. Any training involving live fire fighting exercises shall be conducted in compliance with the most current edition of NFPA 1403, "Standard on Live Fire Training Evolutions in Structures".
- 8.1.10. All training sessions must be pre-approved by the Personnel, Safety & Training Chief.

8.2. TRAINING OFFICER

- 8.2.1. The Personnel, Safety & Training Chief shall function as the Training Officer.
- 8.2.2. The duties of the training officer shall include the following:
 - 8.2.2.1. Coordinate in-house training sessions
 - 8.2.2.2. Coordinate Basic Training, SCBA Training, Driver Training, and Vehicle Rescue Training
 - 8.2.2.3. Coordinate state and national certificate programs held by the UAFD

- 8.2.2.4. Coordinate Mutual aid training sessions
- 8.2.2.5. Develop new in-house training programs as needed
- 8.2.2.6. Secure funding for training programs and equipment
- 8.2.2.7. Provide training guidance to individuals
- 8.2.2.8. Inform members of training opportunities
- 8.2.2.9. Stay informed on mandatory training requirements
- 8.2.2.10. Inform the Fire Chief or President on matters concerning training required by law
- 8.2.2.11. Maintain current training files on all members
- 8.2.2.12. Maintain records for all training activities
- 8.2.2.13. Work with the other Chiefs and the Safety officer to develop training programs that deal with
 - 8.2.2.14. problems found on the fire ground
 - 8.2.2.15. Conduct training session as necessary
 - 8.2.2.16. Maintain an inventory of training materials
 - 8.2.2.17. Repair or replace training materials as needed
 - 8.2.2.18. Attend outside training programs as needed to develop skills as a fire service training instructor

8.3. MINIMUM TRAINING REQUIREMENTS

- 8.3.1. Any member who wishes to participate in emergency service functions must complete the mentor program.
- 8.3.2. All fire fighters and special fire police members must receive training to enable them to show proficiency at the level of Hazardous Materials First Responder – Awareness as required in the Code of Federal Regulations, 29 CFR 1910.120 (OSHA) and 40 CFR 311 (EPA). A valid certificate of successful completion or other proof of attendance and successful completion of course objectives will suffice for proof of Awareness-level training.
- 8.3.3. All fire fighters and special fire police officers must successfully complete at least a Hazardous Materials First Responder Awareness Refresher training Course once each calendar year or show proficiency in an objective manner. The Personnel, Safety & Training Chief shall have the authority to determine if proficiency has been demonstrated.

- 8.3.4. All fire fighters who wish to engage in operations requiring the use of SCBA or be certified as a driver must receive training to enable them to show proficiency at the level of Hazardous Materials First Responder – Operations as required by Code of Federal Regulations, 29 CFR 1910.120 (OSHA) and 40 CFR 311 (EPA). A valid certificate or other proof of attendance and successful completion of course objectives will suffice for proof of Operations-level training.
- 8.3.5. All fire fighters who are trained to Hazardous Materials First Responder Operations Level must successfully complete an Operations Refresher training course at least once each calendar year or show proficiency in an objective manner. The P, S & T Chief shall have the authority to determine if proficiency has been demonstrated.
- 8.3.6. All fire fighters who wish to engage in operations requiring the use of SCBA must also successfully complete the UAFD SCBA Qualification regardless of prior experience. Fire fighters must also present proof of completing Fundamentals of Fire Fighting, Essentials of Fire Fighting, Fire Operations I & II, Structure I, Firefighter I, or equivalent (as determined by the P,S & T Chief).
- 8.3.7. All active fire fighters who wish to respond on emergency incidents will achieve and maintain a current Red Cross, or American Heart Association Cardio-Pulmonary Resuscitation (CPR) certification. A copy of the CPR Card, showing expiration date, shall be presented to the Personnel, Safety and Training Chief for inclusion in your personnel file.
- 8.3.8. All active fire fighters who wish to respond on emergency incidents will achieve and maintain a current certification using the AED.
- 8.3.9. All active fire fighters who wish to respond on emergency incidents will achieve and maintain a current certification in Bloodborne Pathogens.
- 8.3.10. In addition to the requirements found in above, all fire fighters who wish to serve as apparatus drivers must also successfully complete the following:
- 8.3.10.1. A certified Emergency Vehicle Operations Course (EVOC)
 - 8.3.10.2. A 16 hour (minimum) State certified Pump Operations Course
 - 8.3.10.3. UAFD Driver Training Qualification
- 8.3.11. All fire fighters should make every attempt to attend regularly scheduled fire schools, company meetings, and UAFD hosted outside training.
- 8.3.12. All active firefighters who wish to respond on emergency incidents as a member of the truck crew must have successfully completed (and provide documentation for) either the in-house 52-hour Truck Company Operations course (offered one-time) or complete the following state-certified courses: Truck I (16 hours) Truck II (16 hours), Forcible Entry (8 hours) and Ventilation Practices (16 hours).

8.4. TUESDAY EVENING FIRE SCHOOLS

- 8.4.1. Fire school will be held every Tuesday evening of the month with the exception of the second Tuesday of the month. Where holidays or other fire company functions will conflict with the fire school schedule, fire school may be canceled or postponed.
- 8.4.2. Tuesday evening fire school will begin at exactly 1900 hrs unless otherwise specified. When more time is required to cover the subject matter, or cover travel time, the fire school may begin at 1830 hrs. When it is necessary to start at a time other than 1900 hrs, the training officer shall post this starting time at least one week in advance of the class start date. An announcement shall be made at the preceding fire school about the early start times.
- 8.4.3. Weekend fire school sessions will start at varying times. The training officer shall post start times at least one week in advance of the class date.
- 8.4.4. Tuesday evening fire schools shall end no later than 2200 hrs, unless a later time has been previously announced. Instructors should allow for clean-up to be completed by 2200 hrs.
- 8.4.5. The training officer shall post a list of upcoming training at the station. It is the member's responsibility to be aware of upcoming training sessions.
- 8.4.6. The instructor shall pass a roster around the room during training. It is the member's responsibility to ensure that they receive credit for training.
- 8.4.7. When classroom training is required, the meeting room shall be set-up with tables and chairs.
- 8.4.8. The TV lounge will be off limits to active fire fighters during Tuesday night fire schools, unless excused by the training officer or Fire Chief. All members who are on station when the company returns to quarters from a drill or fire school will lend a hand in returning the company to service.

8.5. STUDENT CONDUCT DURING TRAINING

- 8.5.1. Members should conduct themselves in a professional manner at all times during training. Disruptions to others will not be tolerated.
- 8.5.2. Members should remain attentive at all times. There shall be no other projects going on in the classroom during a training session without the permission of the instructor.
- 8.5.3. Students should come prepared to take notes at each session.
- 8.5.4. Smoking is prohibited during classroom sessions, and is permitted on the drill ground only with the instructor's permission during designated break periods and in designated areas.
- 8.5.5. Instructors are in command of the classroom and the drill ground.

- 8.5.6. Instructors shall ensure that students get at least a ten minute break every 1.5 hours.
- 8.5.7. Where training evolutions are beyond the means of the instructor to ensure personnel safety, a safety officer shall be appointed. Training shall be suspended when unsafe conditions are present.
- 8.5.8. When necessary during practical evolutions, fire fighters shall wear all protective clothing. The minimum acceptable level of protective clothing shall be steel-toed footwear, helmet, and gloves. Eye protection may be required as part of this minimum protection. Bunker boots shall not be removed from bunker pants in order to provide steel-toed footwear.

8.6. TRAINING PROGRAM

- 8.6.1. The training program should consist of a mix of Tuesday night fire schools, state or nationally certified courses sponsored by the fire company, training courses developed in-house, and individual training which members seek on their own with fire company funding.
- 8.6.2. Members are strongly encouraged to attend as many, different training courses as possible.
- 8.6.3. Regularly scheduled Tuesday night fire schools are generally company level in-house training. This training should review/refresh the basics of fire department operations, or introduce new procedures or equipment.
- 8.6.4. At least once per month (on average), the topic for Tuesday night fire school shall involve some aspect of structural fire fighting. (NFPA 1500)
- 8.6.5. The following state or nationally certified classes should be sponsored, as required, by the UAFD if alternate local level training is not available:
- 8.6.5.1. HAZMAT – Awareness
 - 8.6.5.2. HAZMAT – Operations
 - 8.6.5.3. Pump Operations
 - 8.6.5.4. Vehicle Rescue
 - 8.6.5.5. Incident Command
 - 8.6.5.6. Rope Rescue
 - 8.6.5.7. Safety & Survival
 - 8.6.5.8. Other courses as necessary
- 8.6.6. The following courses should be run in-house on a continuing basis as required:
- 8.6.6.1. Rider Competency

- 8.6.6.2. SCBA Competency
 - 8.6.6.3. Driver Training
 - 8.6.6.4. Vehicle Rescue
 - 8.6.6.5. CPR/AED
- 8.6.7. The UAFD encourages fire fighters to seek outside training through the following institutions:
- 8.6.7.1. Pennsylvania State Fire Academy, Lewistown, PA
 - 8.6.7.2. Public Services Center/ Harrisburg Area Community College
 - 8.6.7.3. National Fire Academy, Emmitsburg, MD
 - 8.6.7.4. Maryland Fire Rescue Institute (MFRI), College Park, MD
- 8.6.8. The Personnel, Safety & Training Chief shall maintain course catalogs for the institutions listed above, and make them available to all personnel.
- 8.6.9. Personnel attending training outside of the confines of the UAFD should bring an "UAFD Record of Training" form with them to the class. The form should be presented to the instructor for completion. This completed form signifies that you have successfully completed the course of instruction. The form will serve as your certificate, and be kept in your personal training file pending receipt of your actual certificate. Failure to return a completed form will prevent you from receiving credit for the training hours until receipt of your certificate. Failure to turn-in a Record of Training form may also delay timely reimbursement for any costs incurred.

8.7. RECORD KEEPING

- 8.7.1. The Personnel, Safety & Training Chief shall be responsible for maintaining all records pertaining to training.
- 8.7.2. The PS&T Chief shall maintain training records on each fire fighter and fire police member of the company. Individual member training files should consist of the following:
- 8.7.2.1. Certificates of training and attendance
 - 8.7.2.2. Proof of certifications
 - 8.7.2.3. Yearly attendance records at scheduled sessions
 - 8.7.2.4. Other pertinent records or information (college or technical school degrees, armed forces training, foreign language skills, diving certificates, etc,)

8.7.3. The PS&T Chief shall maintain records on all training conducted at UAFD and all training sessions attended by members.

8.8. TRAINING AT THE PUBLIC SAFETY CENTER – HACC

8.8.1. The PS&T Chief should maintain the written agreement with Harrisburg Area Community College (HACC) whereby HACC is authorized to bill the Upper Allen Firefighter's Relief Association for training attended by UAFD fire fighters. This is accomplished by the PS&T Chief sending a letter of "Authorization to Bill" to the director of Fire Training Programs at HACC. In addition the Fire Chief or President must send a letter to HACC affirming that UAFD fire fighters are covered by insurance while at HACC.

8.8.2. While at HACC, all HACC and UAFD safety guidelines must be strictly followed.

8.8.3. Registration for courses at HACC is accomplished using a HACC registration form. The PS&T Chief shall keep a supply of these forms on hand. Any fire fighter wishing to attend courses at HACC must fill out a HACC registration form. Course names, section numbers, cost and starting dates can be found in the HACC catalog/calendar posted on the training bulletin board.

8.9. PAYMENT FOR TRAINING

8.9.1. The PS&T Chief must Pre-approve all training for which a fee is charged, or UAFD owned equipment must be used.

8.9.2. Any costs that exceed \$100.00 per person/per course will be presented to the PS&T Chief. The PS&T Chief will present the request at the next monthly Officer's Meeting for approval. The fire company will pay for the following costs:

8.9.2.1. Registration Fee

8.9.2.2. Mileage reimbursement for use of POV (at designated IRS rate per mile)

8.9.2.3. Meals (Firefighters Relief Association determines a specific amount per day for out of town training)

8.9.2.4. Lodging

8.9.2.5. Required Textbooks

8.9.3. If a member fails to attend a course for which the fire company has pre-paid, or been billed (such as those at HACC), the member is liable for reimbursement to the UAFD Firefighter's Relief Association for the cost of the course.

8.10. DRIVER TRAINING PROGRAM

8.10.1. The purpose of the UAFD Driver Training Program is to specify, in terms of performance, the minimum requirements to perform as a fire apparatus driver. This program has been developed for Driver Trainees.

8.10.2. All members who wish to serve as apparatus drivers must complete the Driver Training Program. Those drivers currently qualified to operate UAFD apparatus must at least once per year drive the apparatus on an emergency incident, or a refresher run.

8.10.3. To be considered for Driver Training the candidate must complete a Driver Training Application found in the Watch Room file cabinet. The requirements for entry into the program are as follows:

8.10.3.1. 21 years of age

8.10.3.2. Active fire fighter with UAFD for at least six months

8.10.3.3. Posses a valid Pennsylvania Vehicle Operators License

8.10.4. Drivers must be qualified on apparatus in the following order (exceptions for special circumstances can be made)

8.10.4.1. Utility and Explorers

8.10.4.2. Tanker 23

8.10.4.3. Engine 2-23

8.10.4.4. Engine 1-23

8.10.4.5. Truck 23

8.11. DRIVER TRAINING PROCEDURES

8.11.1. Applicant

8.11.1.1. Must have a valid driver's license

8.11.1.2. Must have a clean driving record

8.11.1.3. Must be 21 years of age

8.11.1.4. Must file a Driver Application with the Driver Training Committee

8.11.1.5. Must be a member of the department for 6 months, and have experience as a riding firefighter

8.11.1.6. Must successfully complete the Driver Entrant Exam (basic fire service knowledge), or have a State Certified Fundamentals of Firefighting certificate

8.11.1.7. Must be qualified to operate all equipment on any apparatus being driven or trained on.

- 8.11.1.8. Must be a qualified firefighter on any apparatus being driven or trained on.
(Utility and Explorers excluded for non-emergency drivers only).
- 8.11.2. Trainee
 - 8.11.2.1. Must obtain approval from the Driver Training Committee using the request form
 - 8.11.2.2. May drive and operate the tower with any member of the Driver Training Committee
 - 8.11.2.3. May not have any passengers on board while driving or in the bucket of the tower while operating the tower
- 8.11.3. Student
 - 8.11.3.1. Must submit the request form for promotion
 - 8.11.3.2. May drive with any member of the Driver Training Committee
 - 8.11.3.3. May drive for training/drills with additional crewpersons, Driver Training Committee member in the cab
 - 8.11.3.4. May operate the tower for training/drills with additional crewpersons, Driver Training Committee member at the turntable with student.
 - 8.11.3.5. Is not permitted to drive for parades and similar activities
- 8.11.4. Alarm Driving Student
 - 8.11.4.1. Must submit the request form for promotion
 - 8.11.4.2. May drive with any member of the Driver Training Committee
 - 8.11.4.3. May drive for training, drills and alarms with additional crewpersons under supervision of a member of the Driver Training Committee
 - 8.11.4.4. May operate the tower for training, drills, and alarms under supervision of a member of the Driver Training Committee
 - 8.11.4.5. Is not permitted to drive for parades and similar activities
- 8.11.5. Driver
 - 8.11.5.1. Must submit the request form for promotion
 - 8.11.5.2. May drive on alarms without supervision
 - 8.11.5.3. Must have completed Pump Operations course

- 8.11.5.4. Must know how to and be company certified to operate all equipment carried on that apparatus
- 8.11.5.5. May drive for parades and related activities
- 8.11.5.6. Must be fully-qualified firefighter
- 8.11.5.7. Must have approved Emergency Vehicle Operations course
- 8.11.5.8. Truck drivers must be company certified to ride the truck
- 8.11.6. Motor Pump Operator (MPO)
 - 8.11.6.1. Must submit the request form for promotion
 - 8.11.6.2. Must be a driver on all apparatus
 - 8.11.6.3. Must be an active (committee discretion) driver for at least three years
 - 8.11.6.4. Must be a fully-qualified firefighter
- 8.11.7. The Driver Training Committee, and only the Driver Training Committee, may override these guidelines when situations warrant.
- 8.11.8. Advancement through the driver training program will be at the discretion of the Driver Training Committee as a whole, based on the comments of individual members.
- 8.11.9. Questions should be directed to a member of the Driver Training Committee.
- 8.12. DRIVER DISCIPLINARY AND ACCIDENT REPORTING PROCEDURE
 - 8.12.1. The Driver Training Committee, with the approval of the Fire Chief, has established the following guidelines with respect to reporting and handling of accidents and violations involving apparatus and/or drivers.
 - 8.12.2. General Responsibilities
 - 8.12.2.1. Any apparatus driver has the responsibility to report, in writing, any cited driving violation or reportable accident in which they are involved. This includes any accident or violation which occurs while operating their private vehicle apart from fire department activity.
 - 8.12.2.2. All apparatus drivers have the responsibility to report any restriction or suspension of their operator's license which occurs after acceptance into the driving program.
 - 8.12.2.3. Any apparatus driver has the responsibility to report any "significant" circumstance which may influence their ability to safely operate company owned apparatus. As a general rule, if in doubt, report it!

8.12.2.4. All apparatus drivers must drive the apparatus they are qualified on at least once a year to stay current. If not, they must refresh with a member of the Driver Training Committee.

8.12.3. Traffic Violations – Company Apparatus

8.12.3.1. All apparatus drivers are charged with the responsibility to know and abide by the traffic laws applicable to operating emergency vehicles in the Commonwealth of Pennsylvania. While emergency vehicles/operators are afforded certain privileges on the highway, they are not exempt from many others.

8.12.3.2. The local police departments are not expected to be lenient towards, nor make exceptions for emergency apparatus drivers.

8.12.3.3. Any apparatus driver, who does indeed “indefensibly” violate any traffic law and receives a citation for it, will be personally responsible for any expense and points levied. In the even it is concluded by the review committee that the offense is “defensible”, the fire department will support the involved person appropriately.

8.12.3.4. Any apparatus driver who either pleads or is found guilty of any traffic violation should expect appropriate disciplinary action.

8.12.4. Traffic Accidents – Company Apparatus

8.12.4.1. In the event any apparatus is involved in a traffic accident, be it under emergency or non-emergency conditions, the following steps should be taken immediately by the driver and/or officer.

8.12.4.1.1. Check all involved persons for injury and summon EMS if appropriate.

8.12.4.1.2. If responding to an alarm, immediately status the unit out of service, request police and advise the ranking company officer.

8.12.4.1.3. If the accident occurs in the route of additional apparatus, notify headquarters so that other units may choose alternate routes, if necessary.

8.12.4.1.4. Notify a Chief Officer as soon as possible.

8.12.4.1.5. It is required that any apparatus driver involved in a reportable accident subject himself to blood testing to rule out the presence of drugs or alcohol.

8.12.4.1.6. Document the incident thoroughly and provide a copy of the report to the Driver Training Committee, the Fire Chief and the police department.

8.12.4.1.7. NOTE: Personal judgment should be exercised for “minor” accidents. Examples of “minor” accidents include scraping road signs and backing into objects with little or no value (fire hydrants, fence posts, etc.). All damage must be reported.

8.12.5. Discipline

- 8.12.5.1. Any person involved in a reportable violation will be automatically suspended from driving for a maximum of 72 hours from the time of the report of occurrence. If the committee meets and determines innocence, or the committee fails to meet within 72 hours, the suspension will terminate immediately.
- 8.12.5.2. Any driving infraction will be reviewed by the Driver Training Committee and the Fire Chief if warranted. If the Fire Chief is not involved in the initial review, he will be provided a report on the infraction.
- 8.12.5.3. Reviewable driving offenses are not limited to those mentioned above and may include written or verbal complaints received from the public, the police department or members of the fire department (including surrounding departments).
- 8.12.5.4. The committee may also act on any instance where a driver does not report incidents mentioned above.
- 8.12.5.5. Internal reports should be brought to the attention of the committee promptly.
- 8.12.5.6. The accused will appear before the committee, along with any person having first hand knowledge of the incident under review. The accused and witnesses may be asked to leave while the committee discusses and renders a decision.
- 8.12.5.7. In the event the Driver Training Committee finds fault, it may impose the following penalties:
- 8.12.5.7.1. Written warning
 - 8.12.5.7.2. Demotion or delay in promotion
 - 8.12.5.7.3. Suspension of driving privileges
 - 8.12.5.7.4. Removal from driving list
- 8.12.5.8. In the case of serious violations, the committee may recommend general disciplinary action which will be referred to the proper authorities within the fire department.
- 8.12.5.9. Any decision rendered will be subject to appeal to the Board of Officers, who will have the final word.
- 8.12.5.10. If the accused is the Fire Chief, his decision will serve as a precedent and future disciplinary action will be based upon his opinion.

8.13. EQUIPMENT REQUIRED FOR TRAINING

- 8.13.1. This standard operating guideline provides for the use of Department owned equipment by personnel involved in training or fire prevention.

- 8.13.2. Personnel are authorized to use their assigned Turnout Gear (TOG) for fire training classes that occur outside of the Department (i.e. PSC/HACC or other local level classes).
- 8.13.3. Occasionally members will be required to provide other equipment for classes such as SCBA, or instructors may ask them to bring in equipment for demonstration or display. Several spare SCBA are kept on station for personnel to use in training. Members should reserve the use of a SCBA through the Personnel, Safety and Training Chief. If other equipment is required for class or demonstration the use should be coordinated with the Equipment and Maintenance Chief.
- 8.13.4. Requests to use UAFD apparatus for training purposes will be approved in advance by the Fire Chief.

9. DISCIPLINE & AWARDS

9.1. FIREGROUND SUSPENSION

- 9.1.1. This standard operating guideline establishes procedures for the Fire Chief to issue "fireground" suspensions.
- 9.1.2. In the event of a gross infraction of the UAFD constitution, By-Laws or SOGs on the fire ground, or in the event a member commits a direct insubordinate act, or disobeys an order, the Fire Chief shall have the authority to invoke a "fire ground" suspension. (See the UAFD Constitution & By-Laws). This suspension can take effect immediately, and if the member refuses to leave the scene of an incident, the Chief can have them escorted from the scene by the Special Fire Police or by a Township Police Officer.
- 9.1.3. A "fire ground" suspension shall be used to describe a suspension from all of the following activities:
- 9.1.3.1. Response to incidents
 - 9.1.3.2. Response to the Station for the purpose of attending an incident
 - 9.1.3.3. Participation in company level training
 - 9.1.3.4. Operation of company owned equipment.
- 9.1.4. When the Chief has placed a member on "fire ground" suspension, the Fire Chief shall notify the President in writing as soon as possible. The president shall then call a meeting of the Operational Board of Officers to review the infraction, and decide on further discipline.

9.2. DISCIPLINE

- 9.2.1. This guideline provides the general procedures for handling discipline. See the UAFD Constitution & By-Laws for more specific guidance. Any member believing that a punishable action has occurred should report the incident to the appropriate Board of Officers.
- 9.2.2. Administrative Board of Officers - This board is responsible for discipline involving non-emergency incidents occurring in or around the station. Complainants should submit the infraction in writing to the President, or the Chairperson of the Board of Trustees.
- 9.2.3. Operational Board of Officers – this board is responsible for fire & training ground infractions. Complainants should submit the infraction in writing to the Fire Chief or president.

9.3. COMPLAINTS

- 9.3.1. Complaints regarding operational issues or equipment should initially be handled in an adult, professional manner between the parties involved.
- 9.3.2. In the event that the parties can not come to an agreement, they should take the complaint to the next available line officer. The line officer will listen to both sides of the issue and will render a decision. The line officers are not baby sitters, and should not be bothered with petty or unsubstantiated complaints.
- 9.3.3. If you feel the Line Officer made an error in judgment, or was biased in their decision, you may take the complaint further to the Personnel, Safety & Training Chief. If necessary he will consult with the Equipment & Maintenance Chief, and/or the line officer who originally heard the complaint.
- 9.3.4. If you still feel the complaint was either lodged or decided unfairly you may go to the Fire Chief with your concern. This should be only in matters of great concern; the complaint at this point has already consumed a great deal of officer's time. Once the Chief renders a decision on operational issues & complaints the decision is final.

9.4. MEMBER OF THE YEAR AWARD

- 9.4.1. Each year the UAFD selects a member as "Member of the Year".
- 9.4.2. This award is voted on by the general membership during a secret ballot at the December election of officers. The results are kept secret until the presentation of the award plaque by the fire Chief, at the Department's Annual Awards Banquet.

9.5. TOP ACTIVITY AWARDS

- 9.5.1. The Fire Chief presents four awards each year that are based on the top performer in each of four activity categories. These awards are presented at the Department's Annual Awards Banquet.
- 9.5.2. The Top Activity Awards are:
 - 9.5.2.1. Top Responder – member who responds on the most alarms for the year
 - 9.5.2.2. Top Driver – member who drove apparatus on the most calls for the year
 - 9.5.2.3. Top Fire Police – Fire Police 'Top Responder Award'
 - 9.5.2.4. Top Training Award – member who achieved the most hours in outside training.
- 9.5.3. The Fire Chief may also award UAFD Money based on points accrued for attendance at alarms, training, work details, meetings, etc.

10. COMPUTERS

10.1. COMPUTER ADMINISTRATION

10.1.1. The computers are to be used for official fire department business. The exceptions to this section are as follows:

10.1.1.1. Those members who wish to use the UAFD Internet connection for accessing the Internet and checking email.

10.1.1.2. Those members who wish to use the UAFD computer resources for academic work.

10.1.2. Any member wishing to gain access to the department-owned computer technology must first sign an agreement and register with the computer committee. The member will then be assigned a username and password for access.

10.1.3. Any member violating the signed agreement will automatically be suspended from using the UAFD computer system and will be referred to the Board of Trustees for appropriate further discipline.

10.1.4. No hardware or software modifications or additions are to be made to any of the fire department computers with out the prior approval of the Systems Administrators. The current Systems Administrator and Assistant are posted on the bulletin board at Station 23.

10.1.5. Questions or suggestions regarding comments, corrections or postings on the Department Web Page should be directed to the Web Page Administrator. The current Web Page Administrator is posted on the bulletin board at station 23.

10.1.6. The President appoints the computer administrators, and they serve at his discretion.

11. UNIFORMS

11.1. UNIFORM DESCRIPTION

11.1.1. This general operating guideline provides the descriptions of the UAFD uniforms.

11.1.2. There are three classes of uniforms in the UAFD. They are:

11.1.2.1. CLASS A – Formal Dress Uniform

- 11.1.2.1.1. Navy blue dress pants
- 11.1.2.1.2. Light blue long sleeve dress uniform shirt
- 11.1.2.1.3. White long sleeve dress uniform shirt (Officers)
- 11.1.2.1.4. Navy blue uniform coat
- 11.1.2.1.5. Navy blue uniform hat
- 11.1.2.1.6. Black tie
- 11.1.2.1.7. Black dress belt
- 11.1.2.1.8. Black socks
- 11.1.2.1.9. Black polishable oxford shoes
- 11.1.2.1.10. Collar brass, badges and name tag
- 11.1.2.1.11. White gloves

11.1.2.2. CLASS B – General Duty Uniform

- 11.1.2.2.1. Navy Blue BDU or work pants
- 11.1.2.2.2. Light blue uniform shirt
 - 11.1.2.2.2.1. Memorial Day to Labor Day – short sleeve
 - 11.1.2.2.2.2. Labor Day to Memorial Day – long sleeve
 - 11.1.2.2.2.3. Unless otherwise changed by an officer
- 11.1.2.2.3. White short sleeve uniform shirt (officers)

11.1.2.2.3.1. Memorial Day to Labor Day – short sleeve

11.1.2.2.3.2. Labor Day to Memorial Day – long sleeve

11.1.2.2.3.3. Unless otherwise changed by an officer

11.1.2.2.4. Black or "Last Chance" belt

11.1.2.2.5. Socks

11.1.2.2.6. Black polishable fire service boots, or oxfords

11.1.2.2.7. Collar brass, badge and name tag

11.1.2.3. CLASS C – Work Uniform

11.1.2.3.1. Navy blue BDU or work pants

11.1.2.3.2. Department T-Shirt, Staff Shirt, Sweatshirt, navy blue uniform or BDU style shirt. (The uniform/BDU shirt shall have sleeve patches, but display no brass or badge. If desired embroidered name may be substituted for a name tag).

11.1.2.3.3. Black or "last Chance" belt

11.1.2.3.4. Socks

11.1.2.3.5. Black polishable fire service boots, or safety shoes

11.1.2.4. The Class A uniform may no longer be supplemented in cold weather with a navy "Commando" style Sweater, or a V-neck sweater.

11.1.2.5. The Class B uniform may be supplemented in cold weather with a navy (or white for officers) Turtleneck sweater, "Commando Sweater", or V-Neck Sweater.

11.1.2.6. The Class C uniform may be supplemented in cold weather with a navy "Job Sweat" style heavy weight sweatshirt.

11.1.3. The Fire Chief will determine appropriate dress level for fire department functions. (Example Class A for funerals, etc.)

11.2. DEPARTMENT SUPPLIED UNIFORM POLICY

11.2.1. The Upper Allen Fire Department supplies portions of the official uniforms, depending on activity, office, and length of service. They are as follows:

11.2.2. Class A

- 11.2.2.1. Collar brass, badges, name tag, shirt, and black tie.
- 11.2.2.2. Dress uniform coat
- 11.2.2.3. Dress uniform hat
- 11.2.2.4. One-half the cost of dress pants and black polishable oxford shoes.

11.2.3. Class B – After 6 months of active firefighter status

- 11.2.3.1. Collar brass, badges, and name tag.
- 11.2.3.2. BDU pants and shirt
- 11.2.3.3. Member will pay for black belt, black socks and polishable black boots.
- 11.2.3.4. After one (1) year of active firefighter status with completion of the Mentor Program and a ranking of being in the top fifteen (15) incident responders, excluding fireground officers, for the previous year:
 - 11.2.3.4.1. Firefighters Relief will pay for member boots. The boots will be the property of the UAFD and must be returned when the member leaves the department. The boots may only be worn to authorized UAFD functions.

11.2.4. Class C – Member will pay for T-shirt or sweatshirt

- 11.2.4.1. If you have met the qualifications for a Class B uniform, the Department will have paid for the pants required to be worn as part of this uniform. Jeans will not be acceptable.

11.2.5. Miscellaneous

- 11.2.5.1. All lost collar brass, badges and name tags will be paid by the member.
- 11.2.5.2. All collar brass, badges and name tags will remain the property of the UAFD and must be returned when the member leaves the department. The following exception applies to this ruling: The fire Chief, The Deputy Chief and the Assistant Chief will be allowed to retain their brass, badge and name tag as a memento of serving in these capacities.
- 11.2.5.3. You may purchase any part of your uniform before you have met all the requirements. Upon completion of these requirements, you will be reimbursed per department policy.

11.3. THE UNIFORM SHIRT

- 11.3.1. This general operating guideline provides the general description of the fire department uniform shirt (Class A and Class B).

11.3.2. The uniform shirt shall be laid out as follows:

- 11.3.2.1. The department patch shall be on the left sleeve
- 11.3.2.2. United States flag trimmed in gold on the upper right sleeve
- 11.3.2.3. No additional patches may be worn on the uniform shirts owned by the UAFD.
- 11.3.2.4. Collar brass shall be appropriate for rank, Fire fighter's UAFD brass shall be worn so as to be read by on lookers (collar brass should be centered on each collar)
- 11.3.2.5. Name tag should be approximately one half inch above the right pocket flap
- 11.3.2.6. Badge shall be appropriate for rank, over the left pocket – centered on chest.
- 11.3.2.7. No other patches or emblems shall be worn with out the approval of the Fire Chief.

11.4. THE UNIFORM COAT

11.4.1. This general operating guideline provides the general description of the fire department uniform coat (Class A).

11.4.2. The uniform coat shall be laid out as follows:

- 11.4.2.1. The department patch shall be on the left sleeve
- 11.4.2.2. United States flag trimmed in gold on the upper right sleeve
- 11.4.2.3. Collar brass shall remain on the uniform shirt (see above)
- 11.4.2.4. Name tag should be removed from uniform shirt and placed approximately one half inch above the right pocket.
- 11.4.2.5. No other patches or emblems shall be worn with out the approval of the Fire Chief.
- 11.4.2.6. Striping in the appropriate color (gold for Chief's, silver for junior officers) and number on the sleeves (military style) will designate officers.

11.5. THE UNIFORM HAT

11.5.1. This general operating guideline provides the general description of the fire department uniform coat (Class A).

11.5.2. The uniform hat shall be laid out as follows:

11.5.2.1. Hats shall be of appropriate color for the rank of the person assigned (white hats for officers, blue for all others)

11.5.2.2. Badge shall be appropriate for rank, – centered on the front of the hat

11.6. STANDARDS OF CONDUCT WHILE IN UNIFORM

11.6.1. This Standard Operating Guideline provides the policy for the wearing of UAFD Uniforms.

11.6.2. The uniform of the Upper Allen Fire Department and Upper Allen Special Fire Police will only be worn when officially representing the Fire Department.

11.6.3. The uniform of the day will be specified prior to any scheduled event. Personnel may wear their Class C Uniforms to standby on station.

11.6.4. It is recommended that personnel attending outside training (i.e. HACCC, or other local level classes) wear their Class C Uniform.

11.6.5. By standing order of the President the membership shall wear their Class A Uniform to the December Department Business Meeting, the membership shall wear their Class B Uniform to the June Department Business Meeting. These meetings will serve as Annual Uniform inspections to discover lost or missing uniforms and accessories.

11.6.6. Any member desiring to wear their Class A or B Uniform to a function not involving, or sanctioned by the UAFD, must obtain the permission of the Fire Chief and/or President in advance. (Appearance in Traffic Court for moving violations involving your personal vehicle, even if the infraction occurred while responding to a fire call, are not a Fire Department function.) Members are reminded that if such permission is granted, they must conduct themselves in a professional manner, whenever they wear the UAFD uniform in public.

11.6.7. No member of the Upper Allen Fire Department may wear their Uniform where they would stand to earn a profit, or personnel gain. In the event any such profits are received, they shall be immediately turned over to the Financial Secretary or Treasurer as a donation to the Department. Wearing the uniform for personnel gain will be considered "conduct unbecoming of a member" and may result in disciplinary action.

11.6.8. No member shall consume alcoholic beverages while in uniform! When attending after parade festivities, the uniform shirt must be removed prior to drinking. It is suggested that if you plan to consume alcohol, that you bring or wear a T-shirt for after the parade. Members likewise will not enter bars, taverns or other establishments and consume alcohol while in uniform. Remember that while in uniform you are representing the Department, and the public should in no way be lead to believe that you are on duty while consuming alcohol.

11.6.9. This Section applies to all UAFD Class A/B Uniform Shirts, including older privately purchased and newer Company provided shirts.

12. PUBLIC FIRE PREVENTION EDUCATION PROGRAM

12.1. FIRE PREVENTION EDUCATION MATERIAL

12.1.1. The Fire Chief has the responsibility for fire prevention education.

12.1.2. The Fire Chief will request a budget for fire prevention materials sufficient to provide for each student at every known nursery school, pre-school, and elementary school in the Township. The order will contain sufficient amounts to also stock the cabinets at the fire station to provide hand outs and brochures to tour groups.

12.1.3. The Fire Chief will also order adult oriented fire prevention materials for the National Fire Prevention Week Open House.

12.2. PUBLIC FIRE PREVENTION EDUCATION TOURS

12.2.1. The Upper Allen Fire Department considers itself a neighbor in the community. As such we welcome the opportunity to show off our facility and equipment, as we educate the public on fire prevention and safety.

12.2.2. The Fire Chief is responsible for scheduling tours of the fire station.

12.2.3. Members conducting tours should dress neatly, and display an air of professionalism and courtesy. Project the image that you are glad the group came, and you enjoy being with them. Prior to touring the living quarters and apparatus bays, an informal lesson should be given in the meeting room. Adjusting for the age of the audience, the following subjects should be briefly touched upon (expand on any topic the audience asks questions about):

12.2.3.1. Station safety in the event of an alarm for Company 23 or MICU 282

12.2.3.2. How to dial 9-1-1

12.2.3.3. Smoke Detectors (Demonstrate a smoke detector)

12.2.3.4. Stay low in smoke

12.2.3.5. Stop, drop & roll (cover face with hands)

12.2.3.6. E.D.I.T.H (Exit Drills In The Home)

12.2.3.7. Get out, Stay out!

12.2.3.8. In the engine bay, emphasize how fire fighters are seated & belted (ask if they wear seatbelts)

12.3. PARADES, MUSTERS & DISPLAYS

- 12.3.1. This standard operating guideline provides for the appearance of UAFD apparatus at parades, musters and static displays.
- 12.3.2. The UAFD may choose to send apparatus to participate in parades, musters and displays. This can enhance our reputation, provides an opportunity for increased public relations, and can be an excellent morale booster.
- 12.3.3. The President shall appoint a Parade Committee to receive and coordinate parade invitations and announcements. Personnel wishing to enter apparatus in parades, etc. will coordinate through the parade committee.
- 12.3.4. The attendance by UAFD apparatus and personnel at parades and other public events shall be approved by the Fire Chief.
- 12.3.5. Personnel shall present a neat and professional appearance at all times. Remember, you are representing the UAFD, its Officers and Membership.
- 12.3.6. Members wishing to ride apparatus in parades will participate in readying the apparatus for judging and display. Apparatus will be washed, compartments and crew cab cleaned, windows washed, and if needed the apparatus will be waxed and polished.
- 12.3.7. With the exception of funeral processions, apparatus will appear as in-service, ready for duty. Apparatus will not fly flags, banners or be decorated with flowers etc.
- 12.3.8. Candy or treats will not be distributed from UAFD apparatus while in a parade route.
- 12.3.9. The uniform for parades will be: Class A – Funerals, Class B – Parades, Class C – Musters. The uniform for Halloween Parades may be Class C or TOG.
- 12.3.10. With the exception of parades in Upper Allen Township and the Borough of Mechanicsburg, apparatus will status as Out of Service with Headquarters. Apparatus in all funeral processions will remain out of service until returning from the funeral service.
- 12.3.11. Apparatus that must leave a parade route to respond to an incident, will exercise extreme caution. The riding officer will dismount the apparatus at the first cross street, and direct the apparatus through the spectators. Extreme caution will still be used until clear of the parade congestion. Avoid using audible warning devices while in close proximity to pedestrians along the parade route.
- 12.3.12. At parades where alcohol will be served, members who wish to consume alcohol must arrange for other transportation home. Apparatus Operators who wish to consume alcohol will return the apparatus to quarters, and may then return to the parade to participate in the festivities and refreshments.
- 12.3.13. Alcohol can not be consumed by personnel wearing UAFD Uniforms. The Uniform shirt must be removed prior to consumption of alcohol.

12.3.14. Remember that while you are representing the UAFD your are governed by the Department SOM, Constitution and By-laws.

13. APPENDIX

13.1. CHILD LABOR LAW

JUNIOR VOLUNTEER FIREFIGHTERS

I. Minors under 16 under the Child Labor Laws

Junior volunteer firefighters under 16 are restricted by law to the following activities:

1. First-aid.
2. Clean-up service at the scene of a fire, but only outside of the structure and only after the fire has been declared under control by the fire official in charge.
3. Providing coffee wagon and food services.
4. Engaging in training.

Junior firefighters under the age of 16 are specifically prohibited by law from the following:

1. Operating an aerial ladder, or platform, or hydraulic jack.
2. Using rubber electrical gloves, insulated wire gloves, insulated wirecutters, lifenets or acetylene cutting units.
3. Operating the pumps of any fire vehicle at the scene of a fire.
4. Driving a fire truck, ambulance or other official fire vehicle.
5. Entering a burning structure.
6. Operating high-pressure hoselines except during training.
7. Ascending ladders except during training.

Junior firefighters under 16 are prohibited from engaging in fire company activities while school is in session and between 7 pm and 7 am (10 pm and 7 am during school summer vacation). Junior firefighters under 16 may, however, attend firefighting classes as part of a training program even after 7 pm during the school year.

II. 16- and 17-Year Old Minors

16 and 17 year-old minors who have completed a fire training course (such as one given at a county fire school) may participate in firefighting activities if they are under the direct supervision of the fire chief or an experience line officer.

16 and 17 year old junior firefighters are still prohibited however, from any of the activities by law:

1. Operating an aerial ladder, or platform, or hydraulic jack.
2. Using rubber electrical gloves, insulated wire gloves, insulated electric wire cutters, lifenets or acetylene cutting torches.
3. Operating the pumps of a fire vehicle at the scene of a fire.
4. Driving a fire truck, ambulance or any other official fire vehicle.
5. Entering a burning structure.

16 and 17 year olds are normally prohibited from serving as firefighters between the hours of 12 midnight and 6 am (1 am and 6 am on Friday and Saturday nights, and

during school term vacations, but no night restrictions during the summer vacations). 16 and 17 year-old firefighters who answer a fire call before the 12 or 1 o'clock deadline may continue to respond to that call past that deadline. Such volunteers may not answer any new calls after 12 of 1 o'clock.

III. Employment certificates

All junior firefighters must obtain an employment certificate in order to participate as members of a volunteer fire company. Such certificates may be obtained through the junior firefighter's local school district.

IV. High School Graduates

Individuals 17 or over who have graduated from high school are no longer considered minors under the Child Labor Law. Therefore, 17 year-old junior firefighters who are high school graduates are not subject to any of the above restrictions. This exemption also applies to those 17 year olds who have been declared by the chief school administrator to have achieved their academic potential.

V. Worker's Compensation

Minor volunteer firefighters are eligible for worker's compensation if injured while actively engaged as firefighters or while going to or returning from a fire. However, in the case of fund-raising events, junior firefighters are only eligible for workers compensation if the local municipality specifically authorized them, through an ordinance, to engage in fund-raising activities.

Address inquiries, complaints or requests for additional copies of this poster, to the office of Bureau of Labor Standards as listed:

Harrisburg 17120
Room 1305
Labor & Industry Building
Phone: 717-787-4670

13.2. INFECTIOUS EXPOSURE FORM

INFECTIOUS EXPOSURE FORM
(This **MUST** be attached to an accident-injury report)

Name: _____ S.S. #: _____

Department: _____ Division: _____

Suspected or Confirmed Disease: _____

Date of Exposure: _____ Time: _____ Type of Incident (Motor Vehicle Accident,
Fire, etc.): _____

Source Individual Information : Source known? (circle one) – YES / NO

Name: _____ DOB : _____

S.S. #: _____ Address: _____

Phone #: _____

What were you exposed to?

Blood _____ Tears _____ Urine _____ Saliva _____

Vomit _____ Sputum _____ Sweat _____

Other _____

Body Fluid contact: Percutaneous (through the skin) _____ Needlestick _____

Other _____

What part of your body became exposed?

Mucous-Membrane _____ Eye _____ Nose _____ Mouth _____

Cutaneous _____ Specify where _____

Did you have any open cuts, sores, or rashes that became exposed? _____ Where? _____

Extent of protection:

Gloves _____ Mask _____ Coveralls _____ Glasses _____

Bunker Pants _____ Bunker Coat _____ Boots _____ Helmet _____

Face Shield _____ Self-contained breathing apparatus _____

Name of witness to your exposure: _____

Your Signature: _____ Date: _____

13.3. LINE OF DUTY DEATH (LODD)

13.3.1. This SOG taken from the Fallen Firefighter's website (<http://www.fallenfirefighter.com>)

13.3.2. The UAFD LODD Checklist is to be used in conjunction with the SOG. This checklist follows in section

13.3.3. PURPOSE

13.3.3.1. The purpose of this guide is to help establish procedures that will ensure proper support and care for a firefighter's family after the death of an active member of the fire department. These guidelines will also help ensure that proper honors are rendered.

13.3.4. OBJECTIVES

13.3.4.1. To standardize burial protocol

13.3.4.2. To promote the honor and respect for the fallen firefighter

13.3.4.3. To establish lines of authority and responsibilities during notification, funeral and burial proceedings

13.3.4.4. To establish criteria for each type of funeral: Class I, Class II, Class III, Class IV

13.3.4.5. To establish criteria as to whom these honors are rendered

13.3.5. CLASSIFICATIONS

13.3.5.1. Class I- A Class I death is to be considered for members of the department who are killed at the scene of an emergency incident or killed in responding to or returning from the scene of said incident. A Class I death will also include those that are injured at the scene and who later die as a result of these injuries. Class I will NOT include individuals who die of heart, lung, or other causes while not engaging in emergency activities at the time of death.

13.3.5.2. Class II- A Class II death pertains to members of the department who dies while on duty, but not due to injuries sustained while performing emergency activities.

13.3.5.3. Class III- A Class III death is a death occurring when an active employee is off duty and not relating to any emergency activities.

13.3.5.4. Class IV- A Class IV death pertains to the death of a retiree of the fire department.

13.3.6. NOTIFICATION

13.3.6.1. Line of Duty Death (Class I & II)-

- 13.3.6.1.1. The Chief Dispatcher on duty at the time of the incident will be responsible for contacting the Fire Chief and the Chaplain.
- 13.3.6.1.2. The Fire Chief and the Chaplain will be responsible for contacting the families of firefighters that have been killed in the line of duty. If the firefighter's next of kin are outside of the local township or county, it is the Chief's responsibility to notify the fire or police department nearest the family, and to arrange that a uniformed officer, preferably from the fire department, and accompanying local chaplain, to contact the family in person.
- 13.3.6.1.3. The Chaplain will be responsible for notifying the Public Information Officer and the Funeral Coordinator. Additionally, the Chaplain will contact any fraternal or employee organizations.
- 13.3.6.1.4. The Public Information Officer (PIO) will be responsible for contacting the Mayor's office, City Counsel, and any other appropriate dignitaries. The PIO will also notify all other stations within the department.
- 13.3.6.1.5. The Funeral Coordinator will notify the Honor Guard/Memorial Team.
- 13.3.6.2. Active Members/Off Duty Death (Class III)-
- 13.3.6.2.1. Department members that have knowledge of a fellow firefighter's death are encouraged to notify the department through the Chief Dispatcher.
- 13.3.6.2.2. The Dispatcher will then notify the department Chaplain and Administration after receiving and verifying prevalent information on the member's death and applicable funeral information.
- 13.3.6.2.3. The Chaplain, once notified, is then responsible for contacting the family and offering department assistance.
- 13.3.6.2.4. The Chaplain would then contact the department Funeral Coordinator and appropriate fraternal and employee organizations as per the family's wishes.
- 13.3.6.2.5. The department Administration will announce the death and any funeral/memorial arrangements to all stations.
- 13.3.6.2.6. The Funeral Coordinator will contact the Honor Guard Coordinator as per the family's wishes
- 13.3.6.3. Retiree Deaths (Class IV)-
- 13.3.6.3.1. The family of the deceased retiree is responsible for contacting the department if they wish department participation in the funeral service.
- 13.3.6.3.2. The Chaplain is responsible for contacting the family upon knowing the family's wishes for the department's participation.

13.3.6.3.3. The Chaplain then will contact the Funeral Coordinator and the Honor Guard Coordinator.

13.3.6.4. Official Announcement

13.3.6.4.1. The official announcement to the department should be made by the Chief or by a designated Communications officer assigned by the Chief.

13.3.6.4.2. The announcement should follow a set format, and be from the perspective of the Chief or ranking officer, regardless of who reads it.

13.3.6.4.3. The verbal announcement should be followed with typed copies to be distributed for posting in each station, with a follow up announcement once funeral plans are finalized.

13.3.6.4.4. After this announcement is made within the department, it may be made available as a formal written statement to the appropriate media outlets.

13.3.6.5. Sample Announcement

13.3.6.5.1. I, Chief _____, am sorry to report the death of ____ (number) of our brave firefighters. _____ (name or names) died at _____ (time) (date may be necessitated, especially if death was not immediate) while _____ (actively working on, responding to, returning from) incident number _____ at _____ (location). Funeral arrangements are pending at this time, however, a formal announcement of the arrangements, and the department's participation will be made, within the wishes of the family (or families).

13.3.7. ADDITIONAL RESPONSIBILITIES

13.3.7.1. Funeral arrangements are the ultimate responsibility of the family, but the fire department will provide assistance if requested.

13.3.7.2. The Funeral Coordinator is responsible for coordinating all necessary department personnel before and during the funeral services. Additionally, the Funeral Coordinator will notify the Honor Guard Coordinator, Shift Coordinator, and any other appropriate agencies to be involved in the services. The Funeral Coordinator insures that the funeral/memorial runs smoothly.

13.3.8. GUIDELINES FOR SERVICES TO BE PROVIDED TO FAMILY BY THE DEPARTMENT

13.3.8.1. Class I- Line of Duty Death-

13.3.8.1.1. Prior to Services

13.3.8.1.2. Transportation to funeral home/cemetery to make arrangements

13.3.8.1.3. Services of Department Clergy/Chaplain offered to family

- 13.3.8.1.4. Services of Department Funeral Coordinator offered to assist family in making arrangements
- 13.3.8.1.5. Arrangement of Pall Bearers in appropriate class 'A' uniforms with white gloves
- 13.3.8.1.6. Arrangement of Police Escorts for processional to cemetery
- 13.3.8.1.7. Chapel/Church Service
- 13.3.8.1.8. Honor Guard at Casket (during all viewing and visitation at funeral home and leading up to funeral service)
- 13.3.8.1.9. Fire Apparatus for processional to graveside (as well as standing fast at the funeral home during all viewing and visitation)
- 13.3.8.1.10. Color Guard at service
- 13.3.8.1.11. Pipers and Drum Corps at service
- 13.3.8.1.12. Graveside Service
- 13.3.8.1.13. Arched Aerial Ladders with Hanging Flag at entrance to cemetery
- 13.3.8.1.14. Fire Apparatus at gravesite
- 13.3.8.1.15. Color Guard
- 13.3.8.1.16. Services of Department Chaplain, if family wishes
- 13.3.8.1.17. Department Honors/Ceremony
- 13.3.8.1.18. Flag folding and presentation
- 13.3.8.1.19. Pipers and Drum Corps
- 13.3.8.1.20. Bugler to play 'Taps' at cemetery
- 13.3.8.1.21. Fire Walk of Honor
- 13.3.8.1.22. Class II- On Duty Death Not Pertaining To An Emergency Scene-
- 13.3.8.1.23. Prior to Services
- 13.3.8.1.24. Transportation to funeral home/cemetery to make arrangements
- 13.3.8.1.25. Services of Department Clergy/Chaplain available to family upon request

- 13.3.8.1.26. Services of Department Funeral Coordinator available upon request to assist family in making arrangement
- 13.3.8.1.27. Arrangement of Pall Bearers in appropriate uniforms
- 13.3.8.1.28. Arrangement of Police Escorts for processional to cemetery
- 13.3.8.1.29. Chapel/Church Service
- 13.3.8.1.30. Honor Guard at Casket
- 13.3.8.1.31. Fire Apparatus for processional to graveside
- 13.3.8.1.32. Color Guard at service, upon request
- 13.3.8.1.33. Pipers and Drum Corps at service, upon request
- 13.3.8.1.34. Graveside Service
- 13.3.8.1.35. Fire Apparatus at gravesite
- 13.3.8.1.36. Color Guard, upon request
- 13.3.8.1.37. Services of Department Chaplain available
- 13.3.8.1.38. Flag folding and presentation
- 13.3.8.1.39. Pipers and Drum Corps, upon request
- 13.3.8.2. Class III- Off Duty Death-
 - 13.3.8.2.1. Services of Department Clergy/Chaplain available to family upon request
 - 13.3.8.2.2. Services of Department Funeral Coordinator available upon request to assist family in making arrangements
 - 13.3.8.2.3. Arrangement of Pall Bearers in appropriate uniforms, upon request
 - 13.3.8.2.4. Arrangement of Police Escorts for processional to cemetery, upon request
 - 13.3.8.2.5. Chapel/Church Service
 - 13.3.8.2.6. Honor Guard at Casket
 - 13.3.8.2.7. Uniformed Personnel at service
 - 13.3.8.2.8. Uniformed Personnel to serve as Pall Bearers, upon request

13.3.8.2.9. Pipers and Drum Corps at service, upon request

13.3.8.2.10. Graveside Service

13.3.8.2.11. Services of Department Chaplain available

13.3.8.2.12. Pipers and Drum Corps, upon request

13.3.8.3. Class IV- Retiree Death

13.3.8.3.1. Services of Department Clergy/Chaplain available to family upon request

13.3.8.3.2. Arrangement of Pall Bearers in appropriate uniforms, upon request

13.3.8.3.3. Arrangement of Police Escorts for processional to cemetery, upon request

13.3.8.3.4. Chapel/Church Service

13.3.8.3.5. Honor Guard at Casket

13.3.8.3.6. Color Guard, upon request

13.3.8.3.7. Uniformed Personnel at service

13.3.8.3.8. Uniformed Personnel to serve as Pall Bearers, upon request

13.3.8.3.9. Pipers and Drum Corps at service, upon request

13.3.8.3.10. Graveside Service

13.3.8.3.11. Services of Department Chaplain available

13.3.8.3.12. Flag folding and presentation

13.3.8.3.13. Pipers and Drum Corps, upon request

13.3.9. GUIDELINES FOR THE FUNERAL/MEMORIAL SERVICE

13.3.9.1. Class I- Line of Duty Death

13.3.9.1.1. All available department personnel to attend in full class 'A' dress uniform, including off duty members.

13.3.9.1.2. All members will wear a black band over their badges from the time the death is announced until 24 hours after finish of service, and up to one week after death.

- 13.3.9.1.3. All department flags will fly at half-staff from the time the death is announced until at least 24 hours after finish of service, and up to one week after death.
- 13.3.9.1.4. All regular uniformed personnel will remain covered while outdoors, except during prayers, and uncovered indoors.
- 13.3.9.1.5. All Honor Guard members will be covered at all times during the performance of their duties.
- 13.3.9.1.6. Seating will be reserved as such that the family is nearest the casket followed by the Pall Bearers, the department officers, descending in rank, followed by all other members of the home department. Following that will be all visiting uniformed firefighters, from the longest distance traveled to the least traveled. The City Mayor, Councilmen, and other dignitaries (from Local to most Broad (i.e. Federal)), will be seated either to the side of all firefighters, or directly behind the home department.
- 13.3.9.1.7. Upon conclusion of the service, all personnel, starting with the Pall Bearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of the passing of the casket.
- 13.3.9.1.8. The casket will precede the family filing through the assembled firefighters to the Fire Apparatus or Funeral Coach of choice.
- 13.3.9.1.9. Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.
- 13.3.9.1.10. The Pall Bearers will then place the casket on the appropriate apparatus, or in the funeral coach, if chosen
- 13.3.9.2. Class II- On Duty Death-
- 13.3.9.2.1. All available department personnel encouraged to attend in full class 'A' dress uniform, including off duty members.
- 13.3.9.2.2. All members will wear a black band over their badges from the time the death is announced until 24 hours after finish of service.
- 13.3.9.2.3. All department flags will fly at half-staff from the time the death is announced until at least 24 hours after finish of service.
- 13.3.9.2.4. All regular uniformed personnel will remain covered while outdoors, except during prayers, and uncovered indoors.
- 13.3.9.2.5. All Honor Guard members will be covered at all times during the performance of their duties.
- 13.3.9.2.6. Seating will be reserved as such that the family is nearest the casket followed by the Pall Bearers, the department officers, descending in rank,

followed by all other members of the home department. Following that will be all visiting uniformed firefighters, from the longest distance traveled to the least traveled. The City Mayor, Councilmen, and other dignitaries (from Local to most Broad (i.e. Federal)), will be seated either to the side of all firefighters, or directly behind the home department.

13.3.9.2.7. Upon conclusion of the service, all personnel, starting with the Pall Bearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of the passing of the casket.

13.3.9.2.8. The casket will precede the family filing through the assembled firefighters to the Fire Apparatus or Funeral Coach of choice.

13.3.9.2.9. Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.

13.3.9.2.10. The Pall Bearers will then place the casket in the funeral coach, if chosen

13.3.9.3. Class III- Off Duty Death

13.3.9.3.1. All available department personnel asked to attend in uniform, including off duty members.

13.3.9.3.2. All members will wear a black band over their badges from the time the death is announced until 24 hours after finish of service, and up to one week after death.

13.3.9.3.3. All department flags will fly at half-staff from the time the death is announced until at least 24 hours after finish of service, and up to one week after death.

13.3.9.3.4. All regular uniformed personnel will remain covered while outdoors, except during prayers, and uncovered indoors.

13.3.9.3.5. Seating will be reserved as such that the family is nearest the casket followed by the Pall Bearers, any department officers who wish to attend, followed by all other members of the department. Following that will be any visiting uniformed firefighters. Any dignitaries will be seated either to the side of all firefighters, or directly behind them.

13.3.9.3.6. Upon conclusion of the service, all personnel, starting with the Pall Bearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of the passing of the casket.

13.3.9.3.7. The casket will precede the family filing through the assembled firefighters to the Funeral Coach.

13.3.9.3.8. Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.

13.3.9.3.9. The Pall Bearers will then place the casket in the funeral coach.

13.3.9.4. Class IV- Retiree Death

13.3.9.4.1. All available department personnel to attend in full class 'A' dress uniform, including off duty members.

13.3.9.4.2. All members may wear a black band over their badges from the time the death is announced until 24 hours after finish of service.

13.3.9.4.3. All uniformed personnel at the service will remain covered while outdoors, except during prayers, and uncovered indoors.

13.3.9.4.4. All Honor Guard members will be covered at all times during the performance of their duties.

13.3.9.4.5. Seating will be reserved as such that the family is nearest the casket followed by the Pall Bearers, department officers, all other members of the home department, all visiting uniformed firefighters, and any applicable dignitaries

13.3.9.4.6. Upon conclusion of the service, all personnel, starting with the Pall Bearers, and going further from the casket, will file out, being the first to leave, assembling outside in preparation of the passing of the casket.

13.3.9.4.7. The casket will precede the family filing through the assembled firefighters to the Funeral Coach.

13.3.9.4.8. Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.

13.3.9.4.9. The Pall Bearers will then place the casket in the funeral coach.

13.3.10. GUIDELINES FOR PROCESSIONAL TO, AND ASSEMBLY AT, GRAVESIDE

13.3.10.1. Class I- Line of Duty Death-

13.3.10.1.1. Note: There are two options for processing to the graveside, marching and vehicular procession.

13.3.10.1.2. Marching Processional- It is the responsibility of the Honor Guard Commander/Coordinator to ensure that the order for the marching processional is as follows, and that the Bugler is standing by at the cemetery

13.3.10.1.2.1. Piper (s) and Drummer (s)

13.3.10.1.2.2. Color Guard

13.3.10.1.2.3. Clergy/Department Chaplain

- 13.3.10.1.2.4. Apparatus/Funeral Coach with Pall Bearers and Honor Guard Escort
- 13.3.10.1.2.5. Immediate Family
- 13.3.10.1.2.6. Fire Chief, Department Officers in descending order of rank, and Dignitaries from most local to most broad
- 13.3.10.1.2.7. Home department uniformed personnel
- 13.3.10.1.2.8. Visiting Department uniformed personnel from the longest distance traveled to the least traveled
- 13.3.10.1.2.9. Home Department Additional Apparatus
- 13.3.10.1.2.10. Visiting Department Apparatus from the longest distance traveled to the least traveled
- 13.3.10.1.2.11. All other miscellaneous vehicles
- 13.3.10.1.3. Vehicular Procession Only- It is again the responsibility of the Honor Guard Commander/Coordinator to ensure that the order for the vehicular processional is appropriate, as follows, and that Piper (s), Drummer (s), Bugler and Color Guard are standing by at the cemetery.
 - 13.3.10.1.3.1. Lead Car provided by funeral home, containing appropriate Clergy/Department Chaplain
 - 13.3.10.1.3.2. Apparatus/Funeral Coach, with Pall Bearers riding inside if apparatus, or immediately following family in one vehicle if funeral coach
 - 13.3.10.1.3.3. Car or Limousine with Immediate Family
 - 13.3.10.1.3.4. Fire Chief Car followed by officer cars and dignitary cars
 - 13.3.10.1.3.5. Additional Home Department Apparatus
 - 13.3.10.1.3.6. Visiting Department Apparatus from the longest distance traveled to the least traveled
 - 13.3.10.1.3.7. All other Home Department Personnel, if in personal vehicles
 - 13.3.10.1.3.8. All other Visiting Department Personnel, if in personal vehicles
 - 13.3.10.1.3.9. All other Miscellaneous Vehicles
- 13.3.10.1.4. Assembly at Graveside

- 13.3.10.1.4.1. Two crossed Aerial Ladders with a draped flag shall be at the entrance to the cemetery, so that the entire procession goes underneath them in entering
- 13.3.10.1.4.2. The Piper (s), Drummer (s) will be assembled approximately 100 yards from the gravesite, and the Bugler will assemble approximately 20 feet past the gravesite
- 13.3.10.1.4.3. Fire Walk of Honor- the members of the home department shall line up on both sides of the path, in an organized fashion from the Coach/Apparatus to the graveside, approximately 10 feet apart with all additional home department firefighters, and visiting department firefighters lining up behind the front row of firefighters
- 13.3.10.1.4.4. Once the firefighters are appropriately assembled, the Color Guard will line up at the beginning of the Walk of Honor followed by the Clergy/Chaplain
- 13.3.10.1.4.5. At this point the Pall Bearers will remove the casket from the Coach/Apparatus and the Honor Guard will command "Firefighters, Attention" All firefighters will then come to attention, awaiting the command "Firefighters, Present Arms" which will signal the Pall Bearers to begin carrying the casket down the Walk of Honor, and all firefighters will render a hand salute just as the casket nears them
- 13.3.10.1.4.6. The casket will be followed in order by the Immediate Family, the Fire Chief and Officers, in descending rank, command staff, and other dignitaries
- 13.3.10.1.4.7. Once the casket reaches the gravesite, the piper (s) and drummer (s) will begin playing 'Amazing Grace' as they approach from the distance, marching to approximately 20 feet from the foot end of the graveside
- 13.3.10.1.4.8. After the piper (s) and drummer (s) reach their appropriate places, the command "Firefighters, Order Arms, Fall In" will be given, instructing the firefighters to move from their places in the Walk of Honor, to orderly lined directly behind the family, who are to be seated directly in front of the casket
- 13.3.10.1.4.9. The appropriate Clergy/Chaplain then should step forward with the graveside message, which should include the 23rd Psalm, and Firefighter's prayer, depending upon the wishes of the family
- 13.3.10.1.4.10. At the close of the graveside message, the Clergy/Chaplain will then commence with "Let us now pray." At this time, all are expected to remove and order their covers to their sides, and bow their heads in respect.

- 13.3.10.1.4.11. Once the Clergy/Chaplain has finished his prayer, all personnel will recover, and the Honor Guard will remove the flag from the casket, and fold it for presentation to the family.
- 13.3.10.1.4.12. The flag will be passed from one member of the honor guard to the honor guard commander, with both members of the honor guard saluting as it passes.
- 13.3.10.1.4.13. The presentation to the next of kin will be made by the honor guard commander, who will present it as he explains, "This flag is presented on behalf of a grateful _____ (city, township, county, etc.), as a small token of our appreciation for the honorable and faithful service, and great sacrifice of your loved one.
- 13.3.10.1.4.14. It is then appropriate for the dispatcher to read this farewell message over the radio. "The members of the _____ Fire Department wish to thank _____ (rank and name) for his/her ____ (#) years of services to the citizens of this (city, township, county, etc) of _____ (name). Although you are gone, you will never be forgotten."
- 13.3.10.1.4.15. At the conclusion of this, the Honor Guard Commander will command "Firefighters, Attention, Present Arms" and the bugler will begin to play 'Taps'
- 13.3.10.1.4.16. At the conclusion of 'Taps' the command "Firefighters, Order Arms" will be rendered, and the firefighters will stand at attention until the family has begun to depart.
- 13.3.10.1.4.17. At this point the honor guard commander will command, "Firefighters, Dismissed" concluding the services.

13.3.10.2. Class II- On Duty Death

- 13.3.10.2.1. Procession- It is again the responsibility of the Honor Guard Commander/Coordinator to ensure that the order for the vehicular processional is appropriate, as follows, and that Piper (s) and Drummer (s) are standing by at the cemetery.
- 13.3.10.2.1.1. Lead Car provided by funeral home, containing appropriate Clergy/Department Chaplain
- 13.3.10.2.1.2. Funeral Coach, with Pall Bearers immediately following family in one vehicle
- 13.3.10.2.1.3. Car or Limousine with Immediate Family
- 13.3.10.2.1.4. Fire Chief Car
- 13.3.10.2.1.5. Additional Home Department Vehicles

- 13.3.10.2.1.6. Visiting Department Vehicles
- 13.3.10.2.1.7. All other Home Department Personnel
- 13.3.10.2.1.8. All other Visiting Department Personnel
- 13.3.10.2.1.9. All other Miscellaneous Vehicles
- 13.3.10.2.2. Assembly at Graveside
- 13.3.10.2.2.1. The Piper (s) and Drummer (s) will be assembled approximately 100 yards from the graveside
- 13.3.10.2.2.2. At this point the Pall Bearers will remove the casket from the Coach and begin carrying the casket to the graveside
- 13.3.10.2.2.3. The casket will be followed in order by the Immediate Family, the Fire Chief and firefighters
- 13.3.10.2.2.4. Once the casket reaches the gravesite, the piper (s) and drummer (s) will begin playing 'Amazing Grace' as they approach from the distance, marching to approximately 20 feet from the foot end of the graveside
- 13.3.10.2.2.5. The appropriate Clergy/Chaplain then should step forward with the graveside message, which should include the 23rd Psalm, and Firefighter's prayer, depending upon the wishes of the family
- 13.3.10.2.2.6. At the close of the graveside message, the Clergy/Chaplain will then commence with "Let us now pray." At this time, all are expected to remove and order their covers to their sides, and bow their heads in respect.
- 13.3.10.2.2.7. Once the Clergy/Chaplain has finished his prayer, all personnel will recover, and the Honor Guard will remove the flag, if applicable, from the casket, and fold it for presentation to the family.
- 13.3.10.2.2.8. The flag will be passed from one member of the honor guard to the honor guard commander, with both members of the honor guard saluting as it passes.
- 13.3.10.2.2.9. The presentation to the next of kin will be made by the honor guard commander, who will present it as he explains, "This flag is presented on behalf of a grateful _____ (city, township, county, etc.), as a small token of our appreciation for the honorable and faithful service of your loved one.
- 13.3.10.2.2.10. It is then appropriate for the dispatcher to read this farewell message over the radio. "The members of the _____ Fire Department wish to thank _____ (rank and name) for his/her ____ (#) years

of services to the citizens of this (city, city, township, county, etc) of _____ (name). Although you are gone, you will never be forgotten.”

13.3.10.2.2.11. At this point the services are concluded

13.3.10.3. Class III- Off Duty Death

13.3.10.3.1. Procession- It is again the responsibility of the Honor Guard Commander/Coordinator to ensure that the order for the vehicular processional is appropriate, as follows, and that Piper (s) and Drummer (s) are standing by at the cemetery.

13.3.10.3.1.1. Lead Car provided by funeral home, containing appropriate Clergy/Department Chaplain

13.3.10.3.1.2. Funeral Coach, with Pall Bearers immediately following family in one vehicle

13.3.10.3.1.3. Car or Limousine with Immediate Family

13.3.10.3.1.4. Fire Chief Car

13.3.10.3.1.5. Additional Home Department Vehicles

13.3.10.3.1.6. All other Department Personnel

13.3.10.3.1.7. All other Vehicles

13.3.10.3.2. Assembly at Graveside

13.3.10.3.2.1. The Piper (s) and Drummer (s) will be assembled approximately 100 yards from the graveside

13.3.10.3.2.2. At this point the Pall Bearers will remove the casket from the Coach and begin carrying the casket to the graveside

13.3.10.3.2.3. The casket will be followed in order by the Immediate Family and present firefighters

13.3.10.3.2.4. Once the casket reaches the gravesite, the piper (s) and drummer (s) will begin playing 'Amazing Grace' as they approach from the distance, marching to approximately 20 feet from the foot end of the graveside

13.3.10.3.2.5. The appropriate Clergy/Chaplain then should step forward with the graveside message, which should include the 23rd Psalm, and Firefighter's prayer, depending upon the wishes of the family

13.3.10.3.2.6. At the close of the graveside message, the Clergy/Chaplain will then commence with "Let us now pray." At this time, all are expected to remove and order their covers to their sides, and bow their heads in respect.

13.3.10.3.2.7. Once the Clergy/Chaplain has finished his prayer, all personnel will recover

13.3.10.3.2.8. It is then appropriate for the dispatcher to read this farewell message over the radio. "The members of the _____ Fire Department wish to thank _____ (rank and name) for his/her ____ (#) years of services to the citizens of this (city, city, township, county, etc) of _____ (name). Although you are gone, you will never be forgotten."

13.3.10.3.2.9. At this point the services are concluded

13.3.10.4. Class IV- Retiree Death

13.3.10.4.1. Procession- It is the responsibility of the Funeral Coordinator to ensure that the order for the vehicular processional is appropriate, as follows, and that Piper (s) and Drummer (s) are standing by at the cemetery, according to the family's wishes.

13.3.10.4.1.1. Lead Car provided by funeral home, containing appropriate Clergy

13.3.10.4.1.2. Funeral Coach, with Pall Bearers immediately following family

13.3.10.4.1.3. Car or Limousine with Immediate Family

13.3.10.4.1.4. Fire Chief Car

13.3.10.4.1.5. Additional Department Vehicles

13.3.10.4.1.6. All other Department Personnel

13.3.10.4.1.7. All other Vehicles

13.3.10.4.2. Assembly at Graveside

13.3.10.4.2.1. The Piper (s) and Drummer (s) will be assembled approximately 100 yards from the graveside, according to the wishes of the family

13.3.10.4.2.2. At this point the Pall Bearers will remove the casket from the Coach and begin carrying the casket to the graveside

13.3.10.4.2.3. The casket will be followed in order by the Immediate Family and present firefighters

- 13.3.10.4.2.4. Once the casket reaches the gravesite, the piper (s) and drummer (s) will begin playing 'Amazing Grace' as they approach from the distance, marching to approximately 20 feet from the foot end of the graveside
- 13.3.10.4.2.5. The Clergy then should step forward with the graveside message, which should include the 23rd Psalm, and Firefighter's prayer, depending upon the wishes of the family
- 13.3.10.4.2.6. At the close of the graveside message, the Clergy will then commence with "Let us now pray." At this time, all are expected to remove and order their covers to their sides, and bow their heads in respect.
- 13.3.10.4.2.7. Once the Clergy has finished his prayer, all personnel will recover
- 13.3.10.4.2.8. If it is then appropriate, according to local customs, for the dispatcher to read this farewell message over the radio. "The members of the _____ Fire Department wish to thank _____ (rank and name) for his/her ____ (#) years of services to the citizens of this (city, city, township, county, etc) of _____ (name). Although you are gone, you will never be forgotten."
- 13.3.10.4.2.9. At this point the services are concluded.

13.4. OTHER LODD CONSIDERATIONS & RESOURCES

- 13.4.1. Refer to the UAFD checklist for LODD activities.
- 13.4.2. Fallen Firefighter (checklists, procedures, diagrams and resources) – <http://www.fallenfirefighter.com>
- 13.4.3. Pennsylvania LODD Protocol - http://www.osfc.state.pa.us/osfc/lib/osfc/PA_LODD_Funeral_Protocol.pdf
- 13.4.4. Public Safety Officers Benefits - <http://www.ncjrs.org/pdffiles1/fs000066.pdf>
- 13.4.5. Firefighter Autopsy Protocol - <http://www.usfa.fema.gov/downloads/pdf/publications/fa-156.pdf>
- 13.4.6. LODD Brochure - http://www.osfc.state.pa.us/osfc/lib/osfc/lodd_brochure.pdf

13.5. LODD CHECKLIST REFERENCE

Pre-Incident Checklist

- Firefighter Information

- Name, Address, Phone, Status, DOB, Skill set/duties
- Next-of-Kin
 - Name, Address, Relationship, Phone
- Beneficiary cards completed
- Training records up to date
- Important telephone numbers
 - County EMA 717-240-6400
 - County Coroner 717-766-6418
 - Police 9-1-1 / 717-238-9676
 - PEMA EOC 800-424-7362
 - OSFC 800-670-3473
 - Workmen's Comp Insurance
 - UAFD Insurance
 - Township Contact

Initial Incident Checklist

- Access firefighter's information.
- Appoint personnel, at least two (Notification Officer & Chaplain).
- Provide family transportation to hospital & any immediate needs.
- Limit all radio traffic. Do not transmit name(s) over radio.
- Contact County EMA (Emergency Management Agency).
- Contact County Coroner and notify this is a LODD and the autopsy protocol must be followed.
- Contact local Police.
- Provide scene security with law enforcement (local police and fire police).
- Notify NIOSH (National Institute for Occupational Safety and Health) to conduct an investigation.
- Contact local CISD (Critical Incident Stress Debriefing) team.
- Notify Township.

- Notify Insurance Carriers.
- All on scene staff need to make written statements as to what happened (facts only).
- Appoint Public Information Officer (PIO) to control rumors and release only fire department approved facts.

Family Notification Checklist

- Obtain firefighter information from department.
- Shelter family from news media.
- Accurately obtain as much information regarding incident so that questions from family can be answered.
- Determine where family wants to be: home, another family member, hospital. Do not take family to incident scene.
- Notification should be done with two fire department representatives. Notification personnel are highly recommended to wear class A uniforms.
- Inform family / next-of-kin of death.
- If transporting family, turn radio off.
- Consider/provide for needs of members children (i.e. baby-sitters, transportation to school, etc.)
- If family/next-of-kin is out of town, contact their local public safety department and request that a formal notification be made to the family in their jurisdiction. Provide local department with contact phone numbers.

Hospital Checklist

- There needs to be constant representation from the fire department with the family at all times throughout the family's time at the hospital.
- Assure family that all notifications have been made. Provide any transportation needs that the family may require.
- Shelter the family from the news media.
- Prepare the family for what they may see when they view the body.
- Autopsy **MUST** be ordered to be eligible for PSOB benefits. Secure permission from family for the autopsy and the release of the report.

Fire Department First 24 Hours Checklist

- Assure all on-scene management functions are being addressed.
- Evaluate/determine remaining staff level and their ability to provide normal emergency services for community.
- If ability to function is questionable, request mutual aid for coverage.
- Verify that all fire department Officers and Board of Directors have been notified.
- Prepare Official Announcement/media release. Please refer to UAFD SOM sections 13.3.5.4 and 13.3.5.5.
- Prepare for further media requests for information. Do not refuse media information requests. Appoint a Public Information Officer (PIO) and direct all information requests through PIO.
- Secure and inventory deceased personal belongings. Inventory and document each item in the presence of a witness. If some belongings will be held for an investigation, have this explained to the family.
- Contact local CISD (Critical Incident Stress Debriefing) teams for assistance in department personnel needs.
- Have a department meeting with all members of the fire department as soon as possible (preferably within the first 24 hours) to inform all of what has happened and what needs to be done. OSFC (Office of the State Fire Commissioner) staff can be requested to be in attendance. Be sure to address personnel's fears, concern's, etc. (See Department Meeting Checklist.) Please refer to UAFD SOM section 13.3.5.
- Control what is being done on behalf of the fire department and by whom. Delegation should be to the right person for the task. During stressful times, many people will not be suited for specific tasks.
- Notify all insurance/benefits contacts. (See Benefits Checklist.)
- Contact Township Commissioners, Township Solicitor, and other related township staff.
- Contact/notify other local and state elected officials.
- Identify personnel to be assigned funeral/burial duties. (See Funeral/Burial Checklist.)

Department Meeting Checklist

- A department meeting with all members of the fire department should be called as soon as possible (preferably within the first 24 hours) to inform all of what has happened and what needs to be done. OSFC (Office of the State Fire Commissioner) staff can be requested to be in attendance. Be sure to address personnel's fears, concern's, etc.
- Inform personnel of known facts.

- Address/identify rumors.
- Advise personnel of any news media issues.
- Inform personnel of what has been done for the family.
- Inform personnel of sequence of events in the days to come.
- Inform/request personnel for funeral/burial duties.
- Inform personnel of the appropriate communications path for updated information.

Funeral/Burial Checklist

- The family may or may not request fire department representation at the funeral/burial. If the family is interested, this is a possible checklist. Please refer to UAFD SOM sections 13.3.7, 13.3.8, and 13.3.9.
- Appoint a Funeral Officer, optional.
- Set arrival time for fire fighters and apparatus.
- Police coverage of key intersections (local police and fire police).
- Flyer with funeral/memorial information and directions.
- Placement of apparatus.
- Transportation of Family.
- Transportation of Pallbearers.
- Coordination between Funeral Director and Minister.
- Placement of crossed aerals.
- Placement of Honor Guard.
- Casket cover.
- Parking at cemetery.

Benefits Checklist

Federal - Public Safety Officer's Benefits (PSOB)

- Notify PSOB office within hours of incident.
- Phone 1-888-744-6513
- Address Bureau of Justice Assistance

Public Safety Officer's Benefits Program
810 Seventh Street NW
Washington D.C. 20531

- Requires an autopsy and blood & gas tests. Make sure County coroner is aware this is a LODD and the autopsy protocol MUST be followed.

State - Emergency and Law Enforcement Personnel Death and Disability Benefits

- Submit required forms.
- Phone 717-705-5693
- Address Governor's Office of Administration
Bureau of Classification and Compensation
Employee Benefits Division
Group Life Insurance Program
Room 520
Finance Building
Harrisburg, PA 17120

13.6. SUGGEST UPDATES FOR THIS MANUAL

13.6.1. Please follow this link to suggest updates for this manual:

<http://www.upperallenfire.com/updatesom.htm>

13.6.2. If you wish to submit via paper, please complete the following form and submit to a line officer.

SUGGESTED UPDATES:

DATE: _____

YOUR NAME: _____

SECTION #: _____

SUGGESTION: _____
